



IF YOU WISH TO ADDRESS THE CITY COUNCIL,
PLEASE COMPLETE FORM LOCATED ON DESK AT ENTRANCE AND PASS TO MAYOR.

AGENDA – CITY COUNCIL MEETING

August 12, 2008

7:00 p.m.

1. Call to Order.
2. Pledge of Allegiance – Invocation by John R. Polaczyk, 6th Ward City Councilmember.
3. Roll Call.
4. Adoption of Agenda.
5. **Presentations/Proclamations.**
 - A. Presentation by Joanne Sheldon, Lifeways, regarding supportive living options.
6. **Citizen Comments. (3-Minute Limit)**
7. **Consent Calendar.**
 - A. Approval of the minutes of the regular City Council meeting of July 15, 2008.
 - B. Approval of City license renewals for the year ending April 30, 2009, in accordance with the recommendation of the City Clerk.
 - C. Approval of the request from the Michigan Theatre of Jackson, Inc., to close Lot No. 14 and the adjacent north/south alley, to hold their “Hanging with Casey Kahne One Night Stand” event on Friday, August 15, 2008, beginning at 4:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services Departments and the Downtown Development Authority. Proper insurance coverage received.)
 - D. Approval of the request from Community Forum, to hold an open discussion at Bucky Harris Park with democratic and republican candidates on Thursday, August 21, 2008, beginning at 5:00 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services, Parks/Forestry Departments and the Downtown Development Authority. A Hold Harmless Agreement has been executed in lieu of insurance coverage.)
 - E. Approval of the request from Allegiance Health to conduct their “Allegiance Race to Health Run/Walk” with police assistance, Saturday, September 6, 2008, beginning at 6:00 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, Public Services Departments and the Downtown Development Authority. Proper insurance coverage received.)
 - F. Approval of the request from St. John’s Elementary – Jackson Family Fall Festival, to conduct a 5K run/walk, with street closures and police assistance, on September 13, 2008, beginning at 9:45 a.m. (Recommended approval received from the Police, Fire, Traffic Engineering, and Public Services Departments. Proper insurance coverage received.)
 - G. Approval of the request from Marriage Matters Jackson, to hold a Healthy Marriage Agreement Signing at Bucky Harris Park on September 18, 2008, beginning at 12:00 noon. (Recommended approval received from the Police, Fire, Traffic Engineering,

Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage received.)

- H. Approval of the request from Anesthesia Business Consultants, to close Cortland Street from Jackson Street to Blackstone Street, to hold their Summer Event for Employees and Families, beginning at 12:00 noon on Saturday, August 23, 2008. Recommended approval received from the Police, Fire, Traffic Engineering (with contingencies), Public Services Departments and the Downtown Development Authority. Proper insurance coverage received.)
- I. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$14,407.94, for planning services for the month of July 2008, in accordance with the recommendation of the City Manager.
- J. Approval of the request to amend the City Purchasing Manual amending Section 12.0, Prequalification Procedure Policy, in accordance with the recommendation of the City Manager, the Purchasing Agent, City Engineer, Public Services Director, City Attorney, Sewage and Treatment Facilities Director, and the Parks and Recreation Director.
- K. Approval of an Offer to Purchase City Owned Property located at 322 W. Biddle Street (vacant lot), with a purchase price of \$510.00, and to waive a development agreement conditioned upon the property owner's combining this parcel with their current property, and authorization for the Mayor to sign the Purchase Agreement, and the Mayor and City Clerk to execute all documents necessary to close the sale, subject to minor modifications by the City Attorney, in accordance with the recommendation of the Community Development Director.
- L. Approval of the requested amendments to the Consolidated Plan 2008-2009 CDBG/HOME Allocation Timetable, and establishment of September 23, 2008, at the City Council meeting as the time and place to hold a public hearing for the Consolidated Annual Performance and Evaluation Report (CAPER), in accordance with the recommendation of the Community Development Director.
- M. Approval of the request to allow the listed entities additional time to expend their Community Development Block Grant (CDBG) and HOME funding, and authorization for the Mayor and City Clerk to execute the Amended Subrecipient Agreements, in accordance with the recommendation of the Community Development Director.
- N. Acceptance of the Permanent Easement between the City and EG-EXCEL, LLC, for location, construction and maintenance of a pedestrian public walkway located along the front of the former prison wall abutting the Armory Arts Village, and for staff to make minor changes and to take all action necessary to record the same with the Jackson County Register of Deeds, in accordance with the recommendation of the Deputy City Attorney. (Delayed at the 7-15-08, City Council meeting.)
- O. Receipt with regret the resignation of Rev. Dr. Dottie Miller from the Human Relations Commission.
- P. Receipt with regret the resignation of Ellen White from the Charter Review Committee.
- Q. Receipt of the City of Jackson's summary of revenue and expenditures for the twelve (12) months ended June 30, 2008.
- R. Receipt of the Community Development Department CDBG Financial Summary through June 30, 2008.
- S. Receipt of the Complaint filed in the Michigan Court of Appeals regarding the City's meterless parking system, and referral to the City Attorney's office for appropriate action.
- T. Referral of an application to the City Planning Commission from Immanuel Lutheran Church to rezone property located at 1505 W. Michigan Avenue from R-1 and R-6 to C-1.

8. **Committee Reports.**

9. **Appointments.**

10. **Public Hearings.**

11. **Resolutions.**
 - A. Consideration of a resolution recognizing the Jackson Basketball Club as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming license.
 - B. Consideration of a resolution ordering sidewalk replacement at various city locations, in accordance with the Citywide Sidewalk Restoration Program.
 - C. Consideration of a resolution amending the 2007-2008 (Year 33) Community Development Block Grant (CDBG) budget reallocating \$8,416.00 from the Community Development Block Grant Homeowner Rehabilitation funds to the John George Home for emergency repair, and authorization to waive the permit fees after the fact, waive the issuance of a Violation Notice of Hearing to the Administrative Hearings Bureau (AHB), and order a letter of warning to be issued to the contractor.

12. **Ordinances.**
 - A. Final adoption of Ordinance No. 2008.11, amending Chapter 26, Section 26-66(a)(1), City Code, prohibiting noxious weeds, grass, or other rank vegetation from growing more than 8 inches tall.

13. **Other Business.**

14. **New Business.**
 - A. Consideration of the request to purchase a 2009 International 4300 SBA 4x2 Cab and Chassis truck, utilizing the Michigan State Purchasing Program - Proposal #7084-01, from Tri County International, Jackson, for a total purchase price of \$56,824.00, in accordance with the recommendation of the Director of Public Services and the Purchasing Agent.
 - B. Consideration of the request to approve the bid award to Hi-Tec Building Services, Incorporated, Jennison, in the amount of \$50,940.00, with two, one-year renewal options with a three percent increase, for janitorial services for City Hall, Water Department, Wastewater Treatment Plant and the Department of Public Services, in accordance with the recommendation of City department representatives and the Purchasing Agent.
 - C. Consideration of the request to revoke the License issued to ERA Reardon Realty on July 14, 2005, and authorization for the Mayor and City Clerk to sign the appropriate document(s), and authorization of staff to take all other action necessary to record the Notice of Revocation with the Jackson County Register of Deeds, in accordance with the recommendation of the City Attorney.

 - D. Consideration of the request from Allegiance Health to obtain the glass mural located at 212 West Michigan Avenue, and fund all associated removal costs, as recommended by the Community Development Director.
 - E. Consideration of the request to approve the contract between the City and the Jackson County Road Commission with an estimated contract value of \$88,033.40, for the seal coating of various City streets, and authorization for the City Manager and Director of Public Services to execute the appropriate document(s), in accordance with the recommendation of the Director of Public Services.
 - F. Consideration of the request from the Jackson County Commission to approve the concept of discussion of co-location of a public safety facility, and appointment of an additional City Councilmember to the Sheriff's Ad Hoc Committee.
 - G. Consideration the request to approve incentives for the United Way campaign to city employees who are eligible, as well as a cost not to exceed \$800.00 for miscellaneous expenses, in accordance with the recommendation of the City Manager.

15. **City Councilmembers' Comments.**

16. **City Manager's Comments.**

17. **Executive Session to discuss labor matters and pending litigation.**

18. **Return to Open Session.**

19. **Adjournment.**

JACKSON CITY COUNCIL MEETING

MINUTES

JULY 15, 2008

CALL TO ORDER.

The Jackson City Council met in regular session in City Hall and was called to order at 7:01 p.m. by Mayor Jerry F. Ludwig.

PLEDGE OF ALLEGIANCE – INVOCATION.

The Council joined in the pledge of allegiance. Councilmember Frounfelker gave the invocation.

ROLL CALL.

Present: Mayor Jerry F. Ludwig and Councilmembers Robert B. Howe, Daniel P. Greer, Kenneth E. Gaiser, Andrew R. Frounfelker and John R. Polaczyk—6. Absent with excuse: Councilmember Carl L. Breeding—1.

Also Present: Acting City Manager Jim Parrott, City Attorney Julius A. Giglio and City Clerk Lynn Fessel.

AGENDA.

Mayor Ludwig noted that Item 7.F. was deleted. Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt the agenda, as amended. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

PRESENTATIONS/PROCLAMATIONS.

A. PRESENTATION BY MARCE O. WANDELL, DEPUTY DIRECTOR, JACKSON COUNTY DEPARTMENT ON AGING, GIVING THE JACKSON COUNTY DEPARTMENT ON AGING 2007 ANNUAL REPORT.

Ms. Wandell discussed the Senior Millage funding and the types of services available to older citizens through the Department on Aging. Services include Tai Chi classes, dances, trips, Meals on Wheels, completion of tax and Medicare forms, home care, light housekeeping and

depression/memory screening. She also noted that in the City of Jackson the “over 60” population is approximately 20.5%.

CITIZEN COMMENTS.

Jeannette Woodard, 1408 First Street, asked the Council to support her request to extend the progress and completion dates in her Development Agreement for 313 and 315 W. Wesley Street.

John Wilson, 1045 S. Durand Street, spoke about the violent criminal behavior after the July 3 Fireworks at the Cascades and asked the City Council, as well as the County Commission, to allocate additional funding to increase police protection for future fireworks.

Lee Coffey, 1004 Greenwood Avenue, expressed his frustration with violence in his neighborhood and asked that his City Councilmember and the Mayor work with the Police Department to improve this situation.

CONSENT CALENDAR.

The City Attorney stated that the easement in Item N will be executed, but has not been received at this time.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to remove Item N (*Acceptance of the Permanent Easement between the City and EG-EXCEL, LLC, for location, construction and maintenance of a pedestrian public walkway located along the front of the former prison wall abutting the Armory Arts Village, and for staff to take all action necessary to record the same with the Jackson County Register of Deeds, in accordance with the recommendation of the Deputy City Attorney.*) from the Consent Calendar and postpone action on this item until the August 12, 2008, City Council meeting. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the following Consent Calendar, with Item N removed and postponed until August 12, 2008. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

Consent Calendar

- A. Approval of the minutes of the regular City Council meeting of June 24, 2008.
- B. Approval of the request from the Jackson County Fair, to close the 100 block of West Trail Street and Jackson Street, from West Trail Street to Ganson Street, to conduct a parade on Sunday, August 3, 2008, beginning at 1:30 p.m. (Recommended approval received from the Police, Fire, Traffic Engineering and Public Services Departments. Insurance coverage received and approved.)
- C. Approval of the request from the Southside Reunion, Inc. to conduct their 6th Biennial Southside Reunion Celebration on Saturday, August 9, 2008, at the Martin Luther King Center grounds, beginning at dawn. (Recommended approval received from the Police, Fire, Public Services, and Parks/Forestry Departments. Insurance coverage received and approved.)
- D. Approval of the extension of a Special Leave of Absence without pay, but with insurance benefits for Tracey O’Neil, Water Department.

- E. Approval of payment of the Region 2 Planning Commission invoice, in the amount of \$12,976.12, for planning services for the month of June 2008, in accordance with the recommendation of the City Manager.
- F. Item Deleted.
- G. Approval of the request to reject the bids received, and have the project re-bid for site improvements at the Lions and Exchange Parks, in accordance with the recommendation of the Director of Parks and Recreation, the City Attorney and the Purchasing Agent.
- H. Approval of the request to perform a second full rehabilitation at 650 W. Monroe if lead hazard items are identified in the risk assessment, in accordance with the recommendation of the Community Development Director.
- I. Approval of the request to forgive an Owner-Occupied Rehabilitation Loan in the amount of \$9,146.80 for the entire balance, and the existing balance of \$1,850.00 for the Community Development Block Grant (CDBG) Lead Hazard Reduction Loan for property located at 1201 Woodsum, and authorization for staff to discharge both related mortgages, in accordance with the recommendation of the Community Development Director.
- J. Approval of the request to accept \$2,000.00 for the balance of \$5,286.55 on an Owner-Occupied Rehabilitation Loan, for property located at 825 Wells, and authorization for staff to discharge the related mortgage, in accordance with the recommendation of the Community Development Director.
- K. Approval of Change Order No. 1 to the contract with Cornerstone Construction, in the amount of \$625.00 (increase) treating the additional expense as a grant, for additional rehabilitation work at 322 N. Gorham, in accordance with the recommendation of the Community Development Director.
- L. Approval of Change Order No.1 to the contract with At-A-Moments Notice, in the amount of \$150.00 (increase) for a new total contract price of \$24,065.00, and Change Order No. 2 to the contract with At-A-Moments Notice, with no change to the contract amount for rehabilitation projects at 506 Seymour, in accordance with the recommendation of the Community Development Director.
- M. Approval of the request to enter into the revised 2008-2009 Community Development Block Grant (CDBG) Subrecipient Agreement, and enter into agreements with the subrecipients, authorization for the Mayor and City Clerk to execute the appropriate document(s), and authorization for the City Attorney to make minor modifications to the agreement, in accordance with the recommendation of the Community Development Director.
- N. *Postponed until the August 12, 2008, City Council meeting.*
- O. Receipt of the Community Development Department Quarterly Activity Reports through June 30, 2008.
- P. Receipt of Dangerous Building Report through June 30, 2008.

COMMITTEE REPORTS.

None.

APPOINTMENTS.

- A. **APPROVAL OF THE MAYOR'S RECOMMENDATION TO APPOINT GEORGE BROWN, III, TO FILL A CURRENT VACANCY ON THE HUMAN RELATIONS COMMISSION, BEGINNING IMMEDIATELY AND ENDING DECEMBER 31, 2010.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the Mayor's recommendation. The motion was adopted by the

following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

PUBLIC HEARINGS.

A. PUBLIC HEARING ON THE PROPOSED USE OF THE 2008 JUSTICE ASSISTANCE GRANT (JAG) FUNDS THROUGH THE U.S. DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE, IN THE AMOUNT OF \$11,689.00.

Mayor Ludwig opened the public hearing. No one spoke; the Mayor closed the public hearing.

B. PUBLIC HEARING ON THE APPLICATION FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE FILED BY EDWARDS MACHINING, INC., LOCATED AT 2335 RESEARCH DRIVE.

Mayor Ludwig opened the public hearing. No one spoke; the Mayor closed the public hearing.

1. RESOLUTION APPROVING THE APPLICATION.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

RESOLUTIONS.

A. CONSIDERATION OF A RESOLUTION AMENDING THE 2005-2006 (YEAR 31) COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET REALLOCATING \$22,103.00 FROM COMMUNITY DEVELOPMENT DEMOLITION FUNDS TO THE COMMUNITY ACTION AGENCY FOR DEMOLITION FOR TWO PROPERTIES LOCATED IN THE SECOND PHASE OF PARTNERSHIP PARK, 229/231 W. FRANKLIN AND 606 S. MECHANIC STREET.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Greer to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

B. CONSIDERATION OF A RESOLUTION DECLINING THE RIGHT OF REFUSAL FOR THE 2008 FORECLOSED PARCELS LOCATED IN THE CITY.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adopt the resolution. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

ORDINANCES.

A. CONSIDERATION OF AN ORDINANCE AMENDING CHAPTER 26, SECTION 26-66(A)(I), CITY CODE, PROHIBITING NOXIOUS WEEDS, GRASS, OR OTHER RANK VEGETATION FROM GROWING MORE THAN 8 INCHES TALL.

Motion was made by Councilmember Greer and seconded by Councilmember Howe to approve the ordinance and place it on the next regular City Council meeting agenda for final adoption. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

B. FINAL ADOPTION OF ORDINANCE NO. 2008.10 AMENDING CHAPTER 28, SECTION 28.183, CITY CODE, REZONING PROPERTY LOCATED AT 1617 N. WEST AVENUE.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to adopt Ordinance No. 2008.10. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Frounfelker and Polaczyk—5. Nays: Councilmember Gaiser--1. Absent: Councilmember Breeding—1.

OTHER BUSINESS.

None.

NEW BUSINESS.

A. DISCUSSION OF TEN HOURS PER DAY, FOUR DAY WORK WEEK AND/OR FLEX TIME FOR CITY EMPLOYEES.

Motion was made by Councilmember Polaczyk and seconded by Councilmember Gaiser to refer this matter to the Rules & Personnel Committee for a report.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to amend the motion by adding that it is not the desire of the City Council to close City Hall an additional day. The motion was adopted by the following vote. Yeas: Councilmembers Howe, Greer, Gaiser and Frounfelker—4. Nays: Mayor Ludwig and Councilmember Polaczyk—2. Absent: Councilmember Breeding—1.

The main motion, as amended, was then voted on and adopted by the following vote. Yeas: Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—5. Nays: Mayor Ludwig—1. Absent: Councilmember Breeding—1.

B. CONSIDERATION OF THE REQUEST TO ENTER INTO A WASTEWATER SERVICE AGREEMENT/URBAN COOPERATION ACT AGREEMENT WITH THE CITY OF JACKSON-TOWNSHIP OF RIVES-JACKSON COUNTY, AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND AUTHORIZATION FOR STAFF TO MAKE MINOR MODIFICATIONS TO SAME, AND TO TAKE ALL OTHER ACTION NECESSARY TO FINALIZE THE CONTRACTS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ATTORNEY AND THE CITY MANAGER.

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to approve the request, contingent upon receipt of Exhibit B of the Urban Cooperation Act Agreement. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

- C. CONSIDERATION OF THE REQUEST TO APPROVE THE LOW BID AWARD TO 5-LEPRECHAUNS, LLC, IN THE AMOUNT OF \$27,499.00, FOR POND LINER REPLACEMENT AT THE ELLA SHARP PARK MINIATURE GOLF COURSE, IN ACCORDANCE WITH THE RECOMMENDATION OF THE SUPERINTENDENT OF ELLA SHARP PARK, THE DIRECTOR OF PARKS, RECREATION AND GROUNDS AND THE PURCHASING AGENT.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

- D. CONSIDERATION OF THE REQUEST TO APPROVE THE FIRST RENEWAL TO THE CONTRACT WITH UTILITY SERVICES AUTHORITY (USA), LLC, BELLEVILLE, IN THE AMOUNT OF \$163,848.00, FOR THE MICHIGAN AVENUE SANITARY SEWER REHABILITATION CONTRACT, REHABILITATING SANITARY SEWER ON EAST MICHIGAN AVENUE BETWEEN SEYMOUR AVENUE AND BATES STREET, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE PURCHASING AGENT AND THE CITY ENGINEER.**

Motion was made by Councilmember Greer and seconded by Councilmember Gaiser to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

- E. CONSIDERATION OF THE REQUEST TO APPROVE THE SECOND RENEWAL OF THE LONG-LINE PAINTING CONTRACT WITH R.S. CONTRACTING, INC., CASCO, MICHIGAN, WITH AN ESTIMATED CONTRACT RENEWAL AMOUNT OF \$32,000.00, FOR PAVEMENT MARKING, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE CONTRACT DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE CITY ENGINEER.**

Motion was made by Councilmember Polaczyk and seconded by Councilmember Greer to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

- F. CONSIDERATION OF THE REQUEST TO APPROVE AN EXTENSION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE JACKSON COUNTY HEALTH DEPARTMENT, SUBJECT TO COUNTY APPROVAL AND MODIFICATION, FOR THE LEAD HAZARD CONTROL PROGRAM, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), AND AUTHORIZATION FOR STAFF TO MAKE**

MODIFICATIONS, IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.

Motion was made by Councilmember Frounfelker and seconded by Councilmember Polaczyk to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

G. CONSIDERATION OF THE REQUEST TO EXTEND THE PROGRESS AND COMPLETION DATES IN THE DEVELOPMENT AGREEMENT FOR 313 AND 315 WEST WESLEY FOR A PERIOD OF ONE YEAR, AUTHORIZATION FOR STAFF TO DRAFT THE APPROPRIATE DOCUMENTS AND TAKE ANY OTHER ACTION NECESSARY, AND AUTHORIZATION FOR THE MAYOR AND CITY CLERK TO EXECUTE THE APPROPRIATE DOCUMENT(S), IN ACCORDANCE WITH THE RECOMMENDATION OF THE COMMUNITY DEVELOPMENT DIRECTOR.

Motion was made by Councilmember Gaiser and seconded by Councilmember Frounfelker to approve the request. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

CITY COUNCILMEMBERS' COMMENTS.

Councilmember Polaczyk thanked Jim Parrott and his staff for their cooperation and quick action on work that needed to be done on Garfield Street. He also thanked the Police Chief for keeping him informed on what has been happening in the Lawrence Street area since the fireworks. It is something that is not being ignored by the Police Department or the City Council.

Councilmember Frounfelker reminded everyone of his 5th Ward Neighborhood meeting, which will be held on Thursday, July 31 at 7:00 p.m. in the Council Chambers. He remarked on the Dangerous Building Report, noting that 605 Williams Street was condemned in 2003. He asked staff to make it a priority to move on these properties.

Councilmember Gaiser announced that he will hold a concerned citizens informal meeting on July 16 at 7:00 p.m. at the Dunkin Donuts on West Avenue. Discussion will center on group homes. He also asked Councilmembers to help the City Manager's secretary arrive at a date for a goal setting session.

CITY MANAGER'S COMMENTS.

None.

EXECUTIVE SESSION TO DISCUSS LABOR MATTERS.

Motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to go into closed executive session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

RETURN TO OPEN SESSION.

Motion was made by Councilmember Howe and seconded by Councilmember Polaczyk to return to open session. The motion was adopted by the following vote. Yeas: Mayor Ludwig and Councilmembers Howe, Greer, Gaiser, Frounfelker and Polaczyk—6. Nays: 0. Absent: Councilmember Breeding—1.

ADJOURNMENT.

No further business being presented, a motion was made by Councilmember Greer and seconded by Councilmember Frounfelker to adjourn the meeting. The motion was adopted by unanimous voice vote and the meeting adjourned at 8:12 p.m.

Lynn Fessel
City Clerk

MEMORANDUM

City Clerk's Office

August 4, 2008

TO: Honorable Mayor and City Councilmembers

SUBJECT: City License Renewals for Year Expiring April 30, 2009

City Council approval is required before licenses may be issued for gasoline pumps and dry cleaners.

I am requesting City Council approve renewal licenses for the businesses listed below at the August 12 meeting. All appropriate department approvals, insurance certificates and fees have been received.

Dry Cleaner

One Hour Martinizing
320 W. Prospect Street

Gasoline Pump

Petro Mart, LLC
2002 E. Michigan Avenue



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: Michigan Theatre – Hanging with Casey Kahne Event

The Michigan Theatre of Jackson is requesting closure of Lot No. 14 and the north/south alley, beginning at 4:00 p.m. on Friday, August 15, 2008, to display specialty cars and trucks.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's August 12th consent calendar for their consideration.

Attachment



CITY OF JACKSON
SPECIAL EVENT APPLICATION
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

Date Received By Clerk's Office: 7/17/08 Time: 11:50 AM By: A. Arnold

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Michigan Theatre of Jackson

Organization Address: 124 Mechanic Street

Organization Agent: Kathryn Keersmaeker Title: Event planner

Phone: Work 783 6962 Home 7843202 During event _____

Agent's Address: 901 Oakridge Dr

Agent's E-Mail Address: KateKeers@hotmail.com

Event Name: (One Night Stand) Hanging w/ Casey Kahne

Please give a brief description of the proposed special event:
Display of specialty cars and trucks

Event Day(s) & Date(s): August 15, 2008 Event Time(s): 7 - midnight

Set-Up Date & Time: 4 PM Tear-Down Date & Time: midnight

Event Location: Lot 14 @ Michigan

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? _____

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: no through Date/ Time: _____

RESERVED PARKING: Are you requesting reserved parking? YES NO
 If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO Buttweiser

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 1000

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
 If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? _____
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
closure of alley (North & South)
closure of Lot #14

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:
Richmond

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

7/17/08
 Date

Kathryn Keusmakers
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **HANGING WITH CASEY KAHNE ONE NIGHT STAND – AUGUST 15, 2008**

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: A. Kantor Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 381.68

Public Serv. Dept.: S. Porter Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ N/A

DDA: J. Yehl Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions: _____

Insurance/Indemnification Received: 8/05/2008 Insurance Approved: 8/06/2008

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Community Forum

Community Forum is requesting use of Bucky Harris Park, to hold a open discussion with democratic and republican candidates on Thursday, August 21, 2008, beginning at 5:00 p.m.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Public Services and Parks/Forestry Departments, and the Downtown Development Authority. A Hold Harmless agreement has been executed in lieu of insurance coverage.

Please place this request on the Council's August 12th consent calendar for their consideration.

Attachment



CITY OF JACKSON
SPECIAL EVENT APPLICATION
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

Date Received By Clerk's Office: 7/25/08 Time: 2 PM By: A Arnold

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Community Forum
 Organization Address: 715 W. Michigan Jackson / Library Sponsered
 Organization Agent: Lynn Hightower Title: Co/Chair
 Phone: Work 787-2600 x125 Home 536-0429 During event _____
 Agent's Address: 7750 Napoleon Jackson MI 49201
 Agent's E-Mail Address: lhightower @ Waltonagency.com
 Event Name: TBD

Please give a brief description of the proposed special event: We are inviting both
Dem & Rep candidates to speak in a
friendly, neighborly atmospher

Event Day(s) & Date(s): 8-21-08 Event Time(s): 5:00 - 8:30
 Set-Up Date & Time: 8-21 4:30 Tear-Down Date & Time: 8-21- 9:00 PM
 Event Location: Bucky Harris Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? first

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: N/A through Date/ Time: N/A

RESERVED PARKING: Are you requesting reserved parking? YES NO
 If yes, list the number of street spaces, City lots or locations where parking is requested: N/A

VENDORS: Food Concessions? YES NO Other Vendors? YES NO
 DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO we may invite the "hotdog lady"

If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 100⁺ - 200

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
 If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? _____
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

Please waive the insurance requirement

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

8-24-08
 Date

[Signature]
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **COMMUNITY CANDIDATE OPEN FORUM – August 21, 2008**

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>N/A</u>
Public Serv. Dept.: <u>S. Porter</u>	Recommend Approval: <u>YES*</u> NO	Est. Economic Impact: \$ <u>N/A</u>
Parks/Forestry: <u>T. Steiger</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>M. Way</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

*Event sponsor expected to monitor and be responsible for removal and clean up of trash, garbage and debris.

Insurance/Indemnification Received: 7/25/2008 Insurance Approved: _____

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk
RE: Allegiance Health - Race to Health

A handwritten signature in cursive script, appearing to read "Angela", written over the printed name "Angela Arnold, Deputy City Clerk".

Allegiance Health is requesting brief closures of intersections, primarily along Ganson Street, with police assistance, for the Allegiance Race to Health on Saturday, September 6, 2008 beginning at 6:00 a.m.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Public Services Departments, and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's August 12th consent calendar for their consideration.

Attachment



CITY OF JACKSON
SPECIAL EVENT APPLICATION

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 7/30/08 Time: 2 PM By: A Arnold

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: ALLEGIANCE HEALTH
Organization Address: 205 N. EAST AVENUE, JACKSON, MI 49201
Organization Agent: AMY SAYLES Title: COMMUNICATIONS SPECIALIST
Phone: Work 517.841.7491 Home _____ During event 517.879.9542
Agent's Address: ONE JACKSON Sq., SUITE 600, JACKSON 49201
Agent's E-Mail Address: AMY.SAYLES@ALLEGIANCEHEALTH.ORG
Event Name: ALLEGIANCE RACE TO HEALTH AND FAMILY FUN DAY
Please give a brief description of the proposed special event: LAST IN THE CIT PAT RACE SERIES - 5 MILE RUN / 5K WALK/RUN - CHILDREN'S NON-COMPETE GAMES - PANCAKE BREAKFAST
Event Day(s) & Date(s): SATURDAY, SEPT. 6 Event Time(s): 6 AM - NOON
Set-Up Date & Time: _____ Tear-Down Date & Time: _____
Event Location: SEE MAP

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 20

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: 9/6/08 6 AM through Date/ Time: 9/6/08 12 PM

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
If yes, are liquor license and liquor liability insurance attached? YES NO
If yes, what time? _____ until _____



Allegiance
HEALTH

July 28, 2008

Lynn Fessel
City Clerk
161 W. Michigan Ave.
Jackson, MI 49201

Dear Lynn:

I am requesting permission from the City of Jackson to hold events surrounding the Allegiance Race to Health (formerly Foote Race) on Saturday, September 6, 2008 from 8 a.m. until approximately 9:45 a.m. The road courses will require the brief closure of some intersections (primarily along Ganson Street) during the peak of the event as runners cross the street.

The courses are the same as previous years and a map is enclosed. Also enclosed is the required insurance certificate adding the City of Jackson as an additional insured for the event. We will also be notifying the City of Jackson Police Department for runners' assistance crossing Ganson Street for safety purposes.

Knowing there is a great deal of construction activity in the area, I wanted to make certain someone from Engineering does a careful review of our course with that in mind. We can alter the course to avoid major construction activity. However, as much advance notice as possible would be helpful.

If you have any questions, please feel free to contact me directly at 841-7842.

Thank you for your help with our event each year, your efforts are always greatly appreciated.

Sincerely,

Robin Kirkpatrick
Director,
Marketing and Community Relations



ENTERTAINMENT: Are there any entertainment features related to this event? YES **NO**
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 500

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES **NO**
 If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? **YES** NO If yes, how many? 6
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
STREET CLOSURES - SEE MAP Police assistance

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

7/28/2008
 Date

Amy Sayles
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **ALLEGIANCE HEALTH RACE TO HEALTH – SEPTEMBER 6, 2008**

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>100.00</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>N/A</u>
Public Serv. Dept.: <u>S. Porter</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>N/A</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>N/A</u>
DDA: <u>M. Way</u>	Recommend Approval: <u>YES</u>	NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 7/30/2008 Insurance Approved: 7/31/2008

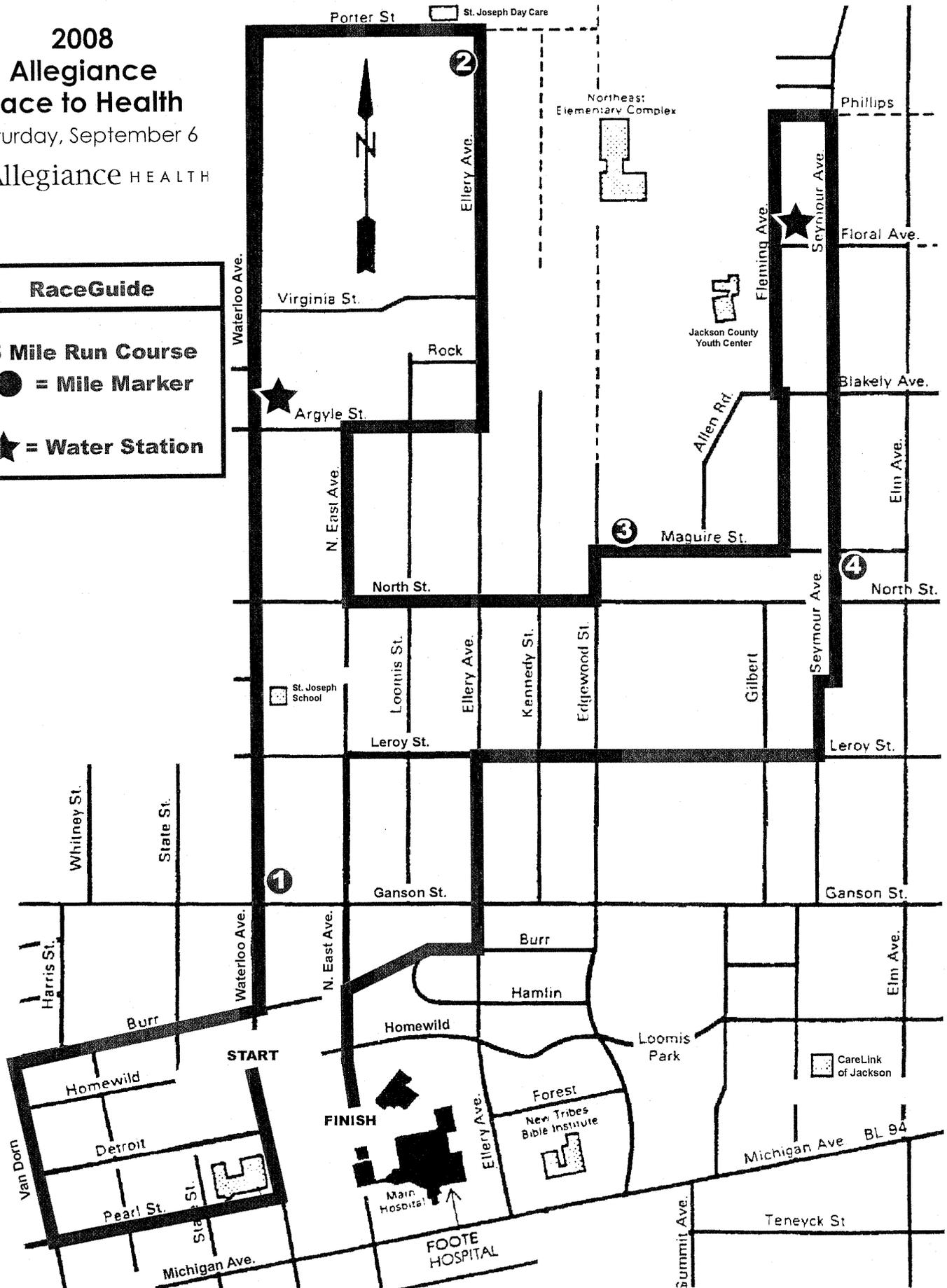
City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____

**2008
Allegiance
Race to Health**
Saturday, September 6
Allegiance HEALTH

RaceGuide

5 Mile Run Course

- = Mile Marker
- ★ = Water Station





City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: St. John Elementary – Jackson Family Fall Festival 5K Run/Walk

St. John's Elementary/Jackson Catholic Middle School will hold their annual Jackson Family Fall Festival on September 13, 2008. This year they are requesting closure of the north bound lane of Whitney Street from North Street to Porter Street, and police assistance at busy intersections, to conduct a 5K run/walk beginning at 9:45 a.m.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Public Services Departments. Proper insurance coverage has been received.

Please place this request on the Council's August 12th consent calendar for their consideration.

Attachment



CITY OF JACKSON
SPECIAL EVENT APPLICATION

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 5/12/08 Time: 8 AM By: A Arnold

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: St. John Elementary - Jackson Family Fall Festival

Organization Address: 405 E. North St.

Organization Agent: William Devine Title: Regional Coordination

Phone: Work 517 841 9203 Home 517 484 6344 During event 517 937 9523

Agent's Address: 1330 Fairview Lansing MI 48912

Agent's E-Mail Address: wdevine26@yahoo.com

Event Name: Jackson Family Fall Festival

Please give a brief description of the proposed special event: 5K run/walk, kids fun run will be added as a new event to the festival

Event Day(s) & Date(s): September 13, 2008 Event Time(s): 10am - 12pm

Set-Up Date & Time: September 13, 9am Tear-Down Date & Time: September 13 12:30pm

Event Location: 405 E. North St Jackson MI 49202 5K run/walk - start/finish

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? Festival 5yrs

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane. run/walk new this year

STREET CLOSURES: Start Date/ Time: 9/13/08 - 9:45 AM through Date/ Time: 9/13/08 - 10:30 AM

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO on their property

If yes, are liquor license and liquor liability insurance attached? YES NO

If yes, what time? 12:00 pm until 12:00 am



CITY OF JACKSON
 SPECIAL EVENT APPLICATION, Page 2
 City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
 (517) 788-4025

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
 If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? Festival 20,000 over the weekend
run/walk 100-150

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
 If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 13
 As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)
Police Department, street closures just for the run/walk

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:
will provide as soon as renewal as of July 31
we will send at that time

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

5-1-08
 Date

William Devine
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

Jackson Family Fall Festival 5k walk/run

**Course will start in the front parking lot of St. Johns/JCMS parking lot and head north on Cooper St to E. Porter St.

**Course finish line will be in the back parking lot of St. John/JCMS.

**We are requesting north bound lane of ^{Whitney} Cooper St to be closed for the beginning of the race. Approx 9:45am to 10:30am or when the last of the walkers have made it to Porter St.

✓**We are requesting east bound North St between N. State and N. East Ave be closed or police assistance on North St to keep runners/walkers safe.

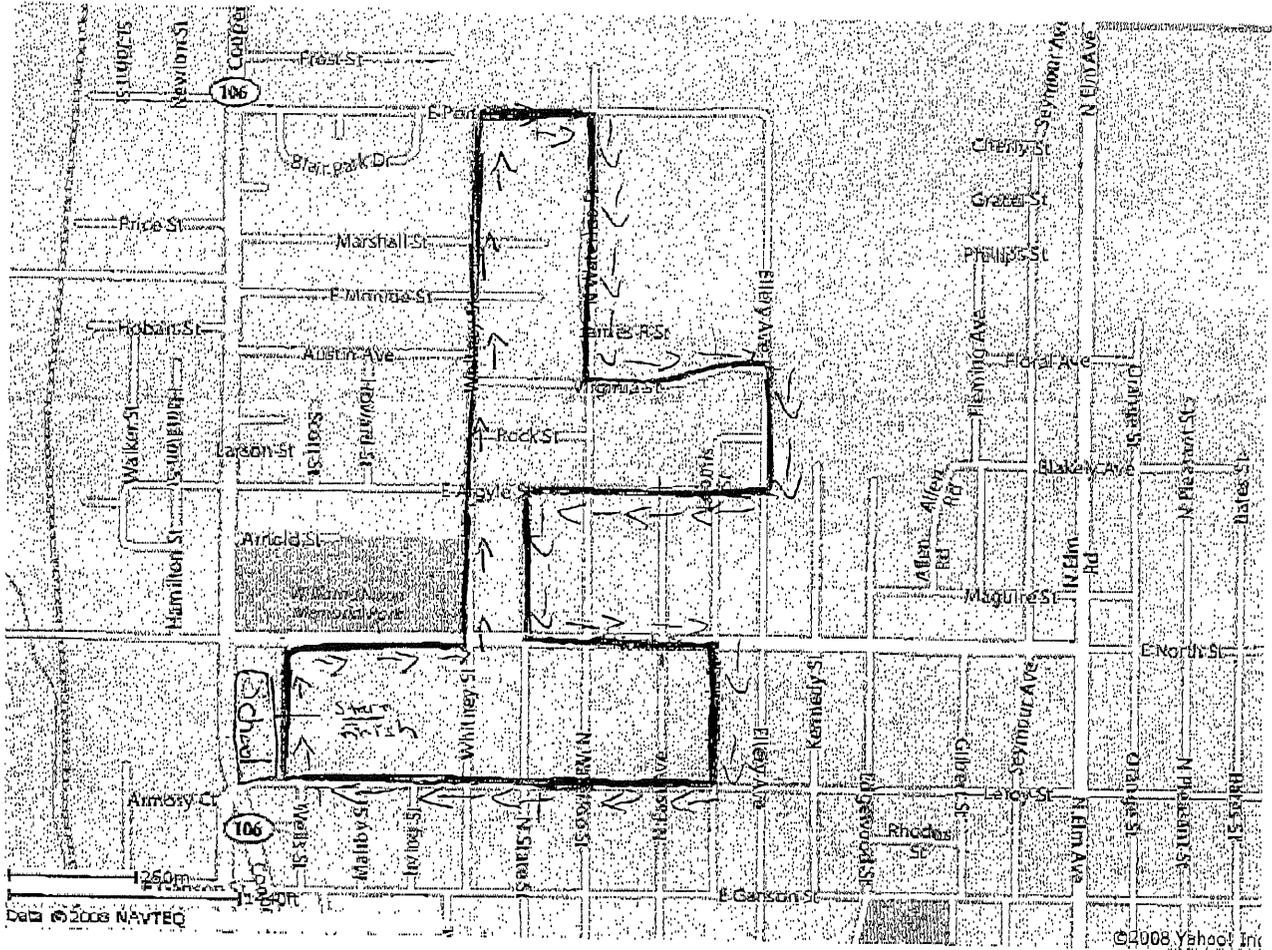
**We will be having a water station on Virginia St on the sidewalk at the top of the hill.

Jackson Family Fall Festival

5K/run/walk.

YAHOO! LOCAL MAPS

* Allen Bob Dietz



Start and finish in St John/JC.M.S back parking lot.

* Any more questions

Please call Emilie Darbin

517-268-2062

768-6435

CITY OF JACKSON

SPECIAL EVENT APPLICATION – Page 3

City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: ST. JOHN'S FAMILY FALL FESTIVAL 5K RUN/WALK – SEPTEMBER 13, 2008

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: YES NO Est. Economic Impact: \$ 166.44

Fire Dept.: L. Bosell Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: YES NO Est. Economic Impact: \$ 196.42

Public Serv. Dept.: G. Chinavare Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Parks/Forestry: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

DDA: N/A Recommend Approval: YES NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 8/05/2008 Insurance Approved: 8/06/2008 -

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager

FROM: Angela Arnold, Deputy City Clerk

RE: Marriage Matters Jackson

Marriage Matters Jackson is requesting use of Bucky Harris Park and reserved parking on Jackson Street in front of the park, Thursday, September 18, 2008, to conduct a public signing of a Healthy Marriage Agreement for Jackson County, beginning at 12:00 noon.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Parks/Forestry Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Please place this request on the Council's August 12th consent calendar for their consideration.

Attachment



**CITY OF JACKSON
SPECIAL EVENT APPLICATION**
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 6/18/08 **Time:** 4:45 **By:** A. A. A.

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Marriage Matters Jackson
 Organization Address: 536 N. Jackson St. Jackson MI 49201
 Organization Agent: Shelby Ruines Title: Marriage Matters Coordinator
 Phone: Work (517) 7965116 Home N/A During event (517) 743-8425
 Agent's Address: Same as above
 Agent's E-Mail Address: SRuines@uwjackson.org

Event Name: Marriage Matters Jackson Healthy Marriage Agreement Signing
 Please give a brief description of the proposed special event: A public signing event of a Healthy Marriage Agreement for Jackson County

Event Day(s) & Date(s): Thurs Sept. 18, 2008 Event Time(s): 12 noon - 1 pm
 Set-Up Date & Time: 10:30 A.M. - 11:45 A.M. Tear-Down Date & Time: 1:15 pm - 2:15 p.m.
 Event Location: Bucky Harris Park

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? Year 1

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: _____ through Date/ Time: _____

RESERVED PARKING: Are you requesting reserved parking? YES NO
 If yes, list the number of street spaces, City lots or locations where parking is requested:
enough spaces to park the MMTJ bus - please advise (NE Corner of Jackson Michigan)

VENDORS: Food Concessions? YES NO Other Vendors? YES NO
Hot Dog Vendor

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO
 If yes, are liquor license and liquor liability insurance attached? YES NO
 If yes, what time? _____ until _____



ENTERTAINMENT: Are there any entertainment features related to this event? YES **NO**

If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 100

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES **NO**

If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? _____

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

Does the city have a sound system available?
We would like to borrow the city's awning

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
 A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
 All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
 The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
 Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
 As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

6/18/08
 Date

Shelby Raines JV
 Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
 CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
 161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: **HEALTHY MARRIAGE AGREEMENT SIGNING – SEPTEMBER 18, 2008**

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: C. Simpson Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Fire Dept.: L. Bosell Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Traffic Eng.: R. Dietz Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Public Serv. Dept.: FYI Recommend Approval: YES NO Est. Economic Impact: \$ N/A

Parks/Forestry: T. Steiger Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

DDA: J. Yehl Recommend Approval: **YES** NO Est. Economic Impact: \$ -0-

Have businesses been notified for street closures?: YES NO

Reason for disapproval: _____

Any special requirements/conditions:

Insurance/Indemnification Received: 7/15/2008

Insurance Approved: 7/16/2008

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela Arnold*
RE: Anesthesia Business Consultants – Employee/Family Summer Event

Anesthesia Business Consultants is requesting closure of Cortland Street from Jackson Street to Blackstone Street, beginning at 12:00 noon on Saturday, August 23, 2008, to conduct a summer event for their employees and families.

Recommended approvals have been received from the Police, Fire, Traffic Engineering, and Public Services Departments and the Downtown Development Authority. Proper insurance coverage has been received.

Because this is a for-profit company and a private, employees only event, the Engineering Department will be requesting reimbursement of expenses for this event.

Please place this request on the Council's August 12th consent calendar for their consideration.

Attachment

07/25/2008 14:13 FAX 517 7884651

CITY OF JACKSON

004



CITY OF JACKSON
SPECIAL EVENT APPLICATION
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Date Received By Clerk's Office: 7/29/08 Time: 4pm By: A Arnold

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the City Clerk at least 30 calendar days before the first day of the event.

Sponsoring Organization's Legal Name: Anesthesia Business Consultants

Organization Address: 255 W. Michigan Ave., Jackson, MI

Organization Agent: Jennifer Williams Title: Admin. Assistant

Phone: Work 7876440 Home 7848486 During event 315-9907

Agent's Address: 817 Woodbine Street, Jackson MI 49203

Agent's E-Mail Address: jennifer.williams@anesthesiaLLC.com

Event Name: Summer Event for Employees & families

Please give a brief description of the proposed special event: Carnival atmosphere w/games food and prizes for children and our employees

Event Day(s) & Date(s): Sat. 8-23-08 Event Time(s): 1pm-5pm

Set-Up Date & Time: 8-23-08 11:00am Tear-Down Date & Time: 8-23-08 5:30pm

Event Location: Cortland St. ABC Parking Lot

ANNUAL EVENT: Is this event expected to occur next year? YES NO How many years has this event occurred? 1st year

MAP: (a) If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. (b) Show any streets or parking lots that you are requesting to be blocked off, and location of vendors, if any. A final map, if different, must be provided seven (7) days before the event. (c) Please show an emergency vehicle access lane.

STREET CLOSURES: Start Date/ Time: 8-23-08 12pm through Date/ Time: 8-23-08 5:00pm.

RESERVED PARKING: Are you requesting reserved parking? YES NO
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? YES NO Other Vendors? YES NO

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? YES NO

If yes, are liquor license and liquor liability insurance attached? YES NO

If yes, what time? _____ until _____

07/25/2008 14:13 FAX 517 7884651

CITY OF JACKSON

005



CITY OF JACKSON
SPECIAL EVENT APPLICATION, Page 2
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

ENTERTAINMENT: Are there any entertainment features related to this event? YES NO
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule.

ATTENDANCE: What is the expected (estimated) attendance for this event? 350

AMUSEMENT: Do you plan to have any amusement or carnival rides? YES NO
If yes, you are required to obtain a permit through the City Clerk's Office.

REST ROOMS: Are you planning to provide portable rest rooms at the event? YES NO If yes, how many? 4
As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Dept., street closures, electrical, etc.)

INSURANCE: All sponsors of special events must carry liability insurance with coverage of at least \$500,000. An event sponsor must provide a valid certificate of insurance naming the City of Jackson as an additional insured party on the policy. A sponsor of a Low Hazard event may request that City Council waive the insurance requirement and execute a Hold Harmless and Indemnification Agreement. This event qualifies consideration for Low Hazard because:

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:
A Certificate of Insurance must be provided which names the City of Jackson as an additional named insured party on the policy or I am requesting that City Council waive the insurance requirement for this Low Hazard Event as identified in paragraph above related to insurance, and I have executed the Hold Harmless and Indemnification Agreement on behalf of the event sponsor.
All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson as an additional named insured party on the policy.
The approval of this special event may include additional requirements or limitations, based on the City's review of this application.
Applicants who fail to clean up and repair damages to the Event Area may be billed for City services and such failure will be considered for future applications.
As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event. By signing this Special Event Application, I declare I am 21 years of age or older.

29 July 08
Date

Angela Williams
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least thirty (30) days before the first day of the event to:
CITY CLERK'S OFFICE - ATTN: ANGELA ARNOLD
161 W. MICHIGAN AVENUE - JACKSON, MI 49201

CITY OF JACKSON
SPECIAL EVENT APPLICATION – Page 3
City Clerk's Office * 161 W. Michigan Avenue * Jackson, MI 49201
(517) 788-4025

Event Title: ANESTHESIA BUSINESS CONSULTANTS FAMILY SUMMER EVENT –
AUGUST 23, 2008

DEPARTMENTAL USE ONLY: Please contact applicant directly with any questions or concerns. Sign and return to the City Clerk's office, as soon as possible.

Approvals noted below by departments, indicate they have been made aware of the request and the responsibility of their department has been met.

Police Dept: <u>C. Simpson</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Fire Dept.: <u>L. Bosell</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Traffic Eng.: <u>R. Dietz</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>410.52*</u>
Public Serv. Dept.: <u>S. Porter</u>	Recommend Approval: <u>YES*</u> NO	Est. Economic Impact: \$ <u>-0-</u>
Parks/Forestry: <u>N/A</u>	Recommend Approval: YES NO	Est. Economic Impact: \$ <u>-0-</u>
DDA: <u>M. Way</u>	Recommend Approval: <u>YES</u> NO	Est. Economic Impact: \$ <u>-0-</u>

Have businesses been notified for street closures?: YES NO**

***DDA will post street closure on website, after Council's approval* _____

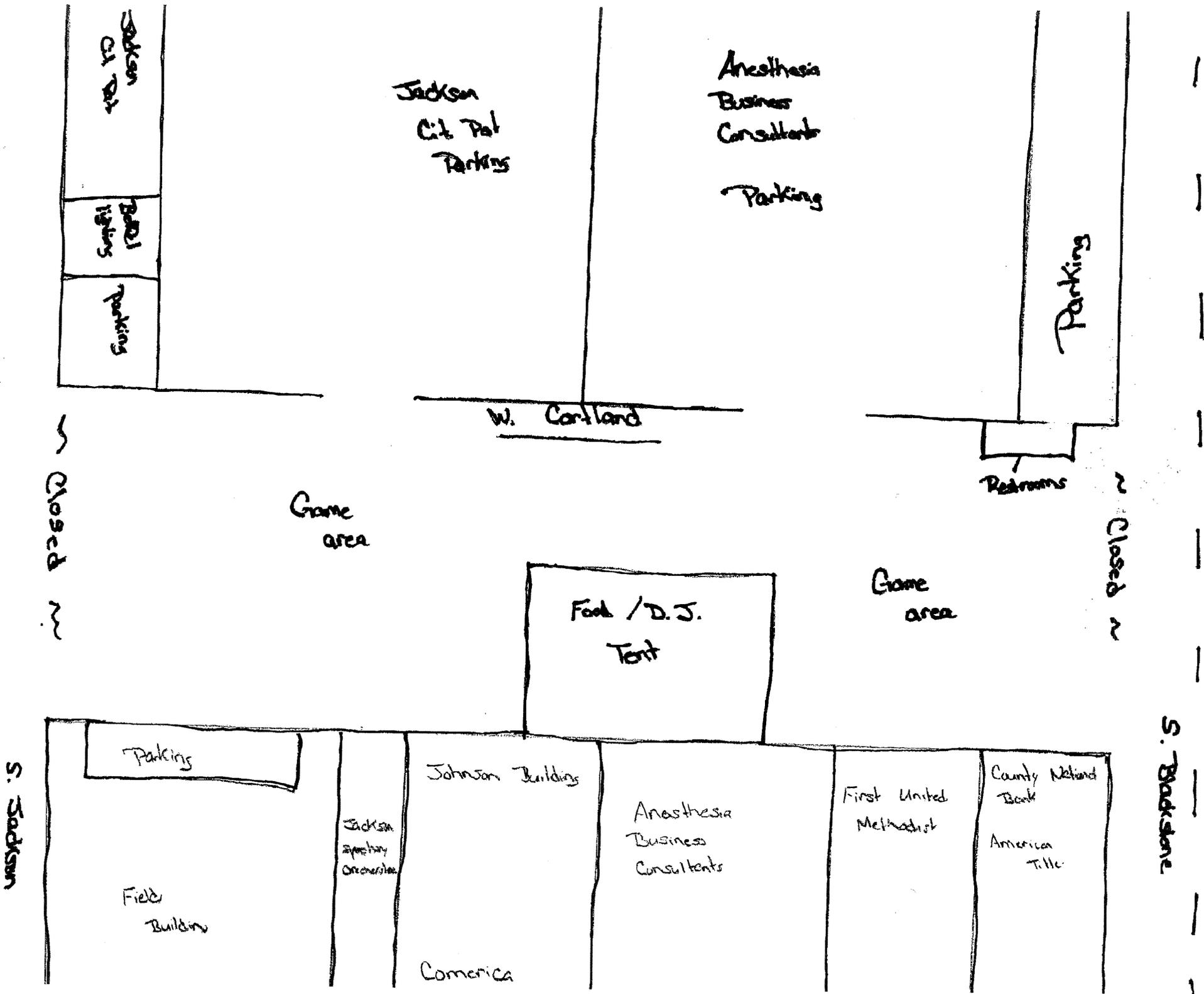
Reason for disapproval: _____

Any special requirements/conditions:

*As this is a "private, employees only" party, A.B.C should reimburse all wages and vehicle rental fees to the Engineering Dept. The event sponsor is expected to monitor and be responsible for removal and clean up of trash, garbage and debris.

Insurance/Indemnification Received: 7/29/0808 Insurance Approved: 7/31/2008 -

City Council Approved: _____ Denied: _____ Approval/Denial Mailed: _____



Anesthesia Business Consultants
Employee Summer Event Schedule

Saturday, August 23, 2008
1:00 p.m. – 5:00 p.m.

- a. 11:00 a.m. – 1:00 p.m. - Set up for Jackson Grand Rental Station
 - ✚ Tents 40x60 seats 160-220 people with screens, Tables (23)
 - ✚ Chairs (150) Porta Potties (4)
 - ✚ Moon Walk, Popcorn Machine with cart, Cotton Candy Machine with cart
 - ✚ Games – Football toss, Tic Tac Toss, Duck Pond Game, Giraffe Striker
 - ✚ Performance DJ arrival 12:00 p.m. – 12:30 p.m.
 - ✚ Gene Davis Catering – arrival 12:30 p.m. – 1:00 p.m.
 - ✚ Arts and Crafts area
 - ✚ Kelly Services (Temp – 4 people to help with games and clean up)

- b. 1:00 p.m. – 5:00 p.m. - Event begins for Employees and their children

- c. 1:30 p.m. – Loopey the Clown arrives – 4:30 p.m. (Face painting and balloons for the kids)

- d. 5:00 p.m. – Clean up

Region 2 Planning Commission



INVOICE NO. 2926

DATE: August 5, 2008

TO: Mr. William Ross, City Manager
 City of Jackson (364 J)
 161 W. Michigan Avenue
 Jackson, MI 49201

cc: Phil Hones, CPA

DESCRIPTION		
Planning Services for July 2008		
Historic District		\$ 435.04
Zoning Administration		3,148.12
Zoning Ordinance Rec/Information		8,037.98
Zoning Appeals/Variances		2,788.20
Fire Study		(1.40)
Refer to the attached statement.		
Balance Due Region 2 Planning Commission.		\$ 14,407.94



Purchasing Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4020 — Facsimile: (517) 788-4630

August 4, 2008

TO: William R. Ross, City Manager
FROM: Margaret Cunningham, Purchasing Agent
RE: Prequalification Requirements

Since the adoption of the Jackson City Charter on November 4, 1997, the Charter requires establishment of contract procedures for all purchases and shall be established by resolution as identified in the City's Purchasing Manual. Section 12.0 of the Purchasing Manual contains a prequalification policy stating that construction projects, including construction, maintenance or repair to public streets or right-of-ways, with an estimated cost of \$100,000 or more, shall have obtained City of Jackson prequalification prior to bidding upon such projects (see attached complete policy).

Under the current Purchasing Policy, a bidder's prequalification is based on information and review of financial resources, construction equipment available, facilities, holdings, and work experience, of both the corporation and its key personnel. After a prospective bidder was reluctant to release financial information to the City because it may be subject to the Freedom of Information Act, Mr. Ross asked me to review the City's prequalification requirements. Contact was made to the City of Adrian, Kalamazoo and Ann Arbor. All cities contacted do not require prequalification. In review of the Michigan Department of Transportation (MDOT)'s prequalification requirements, their website states that anyone seeking to be on and/or perform work on MDOT projects must be prequalified.

Jon Dowling, Randy McMunn, Glenn Chinavare, Paul Vermaaten, Jules Giglio, Jim Parrott and I met to discuss the current policy. The group agreed that current bonding requirements provide sufficient assurance of a bidder's financial status and that City review of financial information is not necessary. However, a bidder's ability to obtain the required bonds does not necessarily assure that the bidder has the specific equipment and experience required to actually perform work under a contract. Rather than delete the prequalification process entirely, departments still wanted the flexibility to preview the contractor's ability to perform the contract prior to bidding certain construction projects, focusing on experience, equipment available and key personnel, but eliminate the need for financial information from the process. They wanted to make sure contractors are prequalified for specific work as required for that contract, and didn't want to review the company after bids were opened then discover they are not qualified in that particular area of construction, therefore not recommending them for award. Bonding companies look at qualifications from a different point of view because they are providing insurance, but are not construction specific. Bonding is an insurance to protect the City from uncompleted projects, failing to pay employees and/or materials or failing to maintain the quality of their work, as required.

William R. Ross
August 1, 2008
Page 2

In concurrence with Engineering, Public Services, Wastewater, Attorney, Parks and the City Manager, we would like to revise the current prequalification requirement, which would allow more privacy to the prospective contractor, but still allow the Department Head the option of prequalification prior to bidding on construction projects (see attached revised policy).

attachments

12.0 PREQUALIFICATION PROCEDURE

12.1 POLICY

Construction projects, including construction, maintenance or repair to public streets or right-of-ways, with an estimated cost of \$100,000 or more, shall have obtained a Michigan Department of Transportation (MDOT) or City of Jackson prequalification prior to bidding upon such projects. For all other projects, prequalification shall be optional at the discretion of the Purchasing Agent and the Department Head involved in the project.

A bidder's prequalification shall be based upon information regarding financial resources, construction equipment available, facilities, holdings, and work experience, of both the corporation and its key personnel.

The Purchasing Agent shall have the right to adjust the prequalification list of bidders as he or she becomes aware of substantial changes in the information and circumstances of a bidder or if other reasonable cause exists such as unsatisfactory contract performance or failure to pay bills and/or claims. Should an applicant for prequalification disagree with the determination of City staff with regard to same, the City Manager shall within ten days of the receipt of a written request review the original information and/or such additional information as the applicant may choose to submit, and confirm in writing either the original determination of the staff or revise same as appropriate.

The Purchasing Agent shall maintain a list of prequalified bidders who are eligible to bid upon public work projects for the City of Jackson. Application for prequalification shall be made annually and a list shall be published and updated as required.

RECOMMENDED REVISED

12.0 PREQUALIFICATION PROCEDURE

12.1 POLICY

At the discretion of the Department Head responsible for a public works construction project, bidders may be required to become prequalified prior to bidding such projects. When required, bidders shall demonstrate their ability to successfully complete the proposed work as provided below. The City is not required to consider a prequalification application if it submitted less than 10 days before the date for opening bids for a project on which the bidder desires to bid.

Equipment, experience, and key personnel - The bidder shall submit evidence of all of the following:

- (a) The availability of equipment required to perform work in the classifications for which the bidder seeks approval.
- (b) Experience of its key qualified personnel who will provide field supervision of the work in the classifications for which the bidder seeks approval.
- (c) Experience of the company or principals of the company, or both, in the work classifications requested.

Work classifications - The bidder shall identify the work classification or classifications for which it is requesting prequalification when submitting a prequalification application. A bidder will be classified for types of work on the basis of its experience and resources at the time of filing the prequalification application. When additional experience or resources have been obtained, the bidder may submit information for consideration by the Purchasing Agent to add work classifications.

Evidence of current prequalification with the Michigan Department of Transportation (MDOT) for the classifications of work involved in the contract will be sufficient evidence of qualification.

The Purchasing Agent shall have the right to adjust the prequalification list of bidders as he or she becomes aware of substantial changes in the information and circumstances of a bidder or if other reasonable cause exists such as unsatisfactory contract performance or failure to pay bills and/or claims. Should an applicant for prequalification disagree with the determination of the Purchasing Agent with regard to same, the City Manager shall within ten days of the receipt of a written request review the original information and/or such additional information as the applicant may choose to submit, and confirm in writing either the original determination of the Purchasing Agent or revise same as appropriate.

The Purchasing Agent shall maintain a list of prequalified bidders who are eligible to bid upon public works construction projects for the City of Jackson. The Purchasing Agent shall maintain and update the list as deemed necessary and shall notify bidders of changes in qualification status. Prequalification will expire after five (5) years.

Bidding procedure - The Department Head will identify the required work classification or classifications of the prime bidder for the construction project. The work classification(s) will be included in the advertisement for the project. **To bid on a contract, a bidder must be prequalified in the required prime work classification(s).**

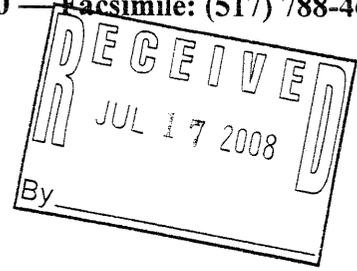


Purchasing Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4020 — Facsimile: (517) 788-4630

July 17, 2008

TO: William R. Ross, City Manager
FROM: Margaret Cunningham, Purchasing Agent *MC*
RE: Prequalification Procedure



Attached for your consideration is a newly revised prequalification procedure. At the Staff meeting on Monday, we had further discussion about eliminating the prequalification requirement altogether, but rather revising it to a policy that we could still obtain pertinent information about a contractor wishing to bid on certain public works construction projects. It was decided the policy needed further consideration, so it was pulled from the agenda of July 15.

Jon Dowling, Randy McMunn, Glenn Chinavare, Paul Vermaaten, Jules Giglio, Jim Parrott and I met to discuss the needs of a prequalification procedure that could be used by departments to obtain information about a contractor's experience before bidding on a project. The policy was revised to eliminate the requirement of financial information and focused on equipment available, experience and key personnel of a company. Bonding requirements will satisfy the financial portion of a prequalification requirement and the information submitted to the City will give the user departments a clearer view of the contractor's ability to perform a contract.

If you approve of this revised policy, I will place this on the agenda of August 12 for Council's consideration.

Attachment

7-17-08
Approved
William R. Ross

12.0 PREQUALIFICATION PROCEDURE

12.1 POLICY

At the discretion of the Department Head responsible for a public works construction project, bidders may be required to become prequalified prior to bidding such projects. When required, bidders shall demonstrate their ability to successfully complete the proposed work as provided below. The City is not required to consider a prequalification application if it submitted less than 10 days before the date for opening bids for a project on which the bidder desires to bid.

Equipment, experience, and key personnel - The bidder shall submit evidence of all of the following:

- (a) The availability of equipment required to perform work in the classifications for which the bidder seeks approval.
- (b) Experience of its key qualified personnel who will provide field supervision of the work in the classifications for which the bidder seeks approval.
- (c) Experience of the company or principals of the company, or both, in the work classifications requested.

Work classifications - The bidder shall identify the work classification or classifications for which it is requesting prequalification when submitting a prequalification application. A bidder will be classified for types of work on the basis of its experience and resources at the time of filing the prequalification application. When additional experience or resources have been obtained, the bidder may submit information for consideration by the Purchasing Agent to add work classifications.

Evidence of current prequalification with the Michigan Department of Transportation (MDOT) for the classifications of work involved in the contract will be sufficient evidence of qualification.

The Purchasing Agent shall have the right to adjust the prequalification list of bidders as he or she becomes aware of substantial changes in the information and circumstances of a bidder or if other reasonable cause exists such as unsatisfactory contract performance or failure to pay bills and/or claims. Should an applicant for prequalification disagree with the determination of the Purchasing Agent with regard to same, the City Manager shall within ten days of the receipt of a written request review the original information and/or such additional information as the applicant may choose to submit, and confirm in writing either the original determination of the Purchasing Agent or revise same as appropriate.

The Purchasing Agent shall maintain a list of prequalified bidders who are eligible to bid upon public works construction projects for the City of Jackson. The Purchasing Agent shall maintain and update the list as deemed necessary and shall notify bidders of changes in qualification status. Prequalification will expire after five (5) years.

Bidding procedure - The Department Head will identify the required work classification or classifications of the prime bidder for the construction project. The work classification(s) will be included in the advertisement for the project. **To bid on a contract, a bidder must be prequalified in the required prime work classification(s).**



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

August 5, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Sale of Vacant Lot at 322 W. Biddle, Assessor's Stencil 4-0550

David Herrera of the Brentwood Group Int'l, LLC has approached this office with an offer to purchase City-owned property commonly known as 322 West Biddle Street for \$510.00. The lot size is .15 acre. The Brentwood Group Int'l, LLC currently owns 326 West Biddle, which is the adjacent lot west of 322, and would like to purchase this property to add greenspace and a fence around the two properties.

In reviewing information from the Assessor's office, the parcel currently does not have a State Equalized Value. This property is rated a "Class B," which our current "Disposition of City-Owned Property Policy" defines as:

- Class B: (Vacant lots with development potential). Minimum offer will be set at current market value (generally defined as 2 times the assessed value) as established by the City Assessor.
- Class B Residential Properties: Preference will be given to offers for the purpose of residential development. A Development Agreement will be a condition of the sale of Class B properties sold for development.
- Class B Commercial Properties: Preference will be given to offers for the purpose of commercial development, with emphasis on job creation and retention as well as overall property investment. A Development Agreement will be a condition of the sale of Class B Commercial Properties.

Action requested is to accept the offer at the purchase price of \$510.00, waive a development agreement conditioned upon the property owner combining this parcel with their current property, and authorize the Mayor to sign the Purchase Agreement, and the Mayor and City Clerk to sign the deed and any other documents required to close the sale of the property, subject to minor modifications and approval by the City Attorney.

Please place this item on the August 12, 2008 City Council Agenda.

RECEIVED
JUL 25 2008

Offer to Purchase City Owed Property

Department of Community Development
161 W Michigan Avenue
Jackson, Michigan 49201

Date July 25, 2006

I, BRENTWOOD GROUP INT L.L.C.
(Name or Names as desired on deed),
3990 NELSON DRIVE JACKSON Mich 49203
Address, City State Telephone Number

I am submitting an offer to purchase City-owned property located at:

322 W. BIDDLE - 324, hereinafter "Property"
(Address) (Assessor's Stencil Number)

for the sum of \$ 518⁰⁰ cash.

If purchased, I would use the Property for the following purpose: I would add to
326 W. Biddle AND put a fence around them.

Disclaimers and Limitations. Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis, and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law, including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement.

David J. Herrera
(Purchaser Signature)

(Purchaser Signature)

Acceptance of Offer to Purchase

For the City: _____

Date: _____

Its: _____

Prepared Under the Supervision of Julius Giglio, City Attorney
Revised: December 10, 2003
Effective: January 13, 2004

JULY 18, 2008

TO: WHOM IT MAY CONCERN,

THIS NOTE IS WRITTEN TO AUTHORIZE
MR. DAVID HERRERA TO FULLY REPRESENT
BRENTWOOD GROUP INT'L L.L.C., AS THE
AGENT REGARDING TAX ISSUES, ASSOCIATED
WITH THE FOUR (4) PROPERTIES OWNED BY
BRENTWOOD GROUP INT'L L.L.C., LOCATED IN
THE CITY OF JACKSON, MICHIGAN.

THANK YOU FOR YOUR COURTESIES

EXTENDED TO MR. HERRERA.

BRENTWOOD GROUP INT'L L.L.C.
3990 NELSON DRIVE.
JACKSON, MI 49203

GREGORY G. HANNA - MEMBER

Information herein deemed reliable but not guaranteed
07/25/2008 02:57 PM REAL ESTATE SUMMARY SHEET

Parcel: 4-055000000 Owner's Name: CITY OF JACKSON

Property Address: 322 W BIDDLE ST -324 MAP #:

Cur. Class : 705 Gov. Unit: 50 UNIT '50' School: 38170 JACKSON PUBLIC
Prev. Class: 705 Neighborhood: 0120 WESLEY TO GREENWOOD

Liber/Page: Created: / / Split: / / Active
Public Impr.: Paved Road, Sidewalk, Water, Sewer, Electric, Gas
Topography: Level

Legal Description: Mailing Address:
E 3 RDS OF W 5 RDS OF LOTS 9 & 10 BLK 7
COMMUNITY DEVELOPMENT
AN EXT OF VILLAGE OF JACKSONBURG KNOWN
161 W MICHIGAN AVE
AS MOODY'S EXT B7S R2W JACKSON MI 49201

----- Physical Property Characteristics -----
2009 S.E.V.: Tentative Taxable: Tentative Lot Dimen:
2008 S.E.V.: Taxable: Acreage: 0.15
Zoning: R-2 (*) Land Value: Tentative Frontage: 49.5
PRE: 0.000% Land Impr. Value: Tentative Average Depth: 132.0



Community Development

**161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781**

August 5, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Request to Amend Consolidated Plan 2008-2009 CDBG/HOME Allocation Timetable and Establish the CAPER Public Hearing on September 23, 2008

On November 27, 2007, City Council adopted the attached 2008-2009 CDBG/HOME Allocation Timetable, amended on February 26, 2008 changing the CDBG Preliminary Allocation Decision from February 12, 2008 to February 26, 2008, to coincide with Council action taken on February 12, 2008. In reviewing HUD regulations concerning timing for citizen comments, it was discovered a 15-day comment period is required, not 30 days as indicated on the August 15, 2008 line "Ad to Citizen Patriot for CAPER Hearing and 30-day comment period."

To allow staff additional time to provide a well rounded draft of the Consolidated Action Plan Evaluation Report (CAPER), which is being completely rewritten from prior years submissions, we request the following amendments be adopted:

- Ad to Citizen Patriot for CAPER Hearing and 15-day comment.....August 25, 2008
- CAC CAPER Meeting..... September 18, 2008

No objections were received from Citizen Advisory Council members when polled requesting their September 4 meeting be moved to September 18. The CAPER Public Hearing will still be held at the September 23, 2008 City Council meeting and the CAPER will be mailed to HUD on September 29, 2008 (HUD requires the CAPER to be submitted within 90 days of the close of the Consolidated Plan year, which ended June 30, 2008). The CAPER will be made available to City Councilmembers, Citizen Advisory Commission (CAC) members, and the general public by providing copies for review at the Community Development Department, City Clerk's Office, Jackson District Library main branch, Neighborhood Resource Center, and Habitat for Humanity office on or before September 10, 2008. This will provide at least 19 days for comment before submitting to HUD.

Requested action is for City Council to adopt the requested amendments to the Consolidated Plan 2008-2009 CDBG/HOME Allocation Timetable as outlined above, and to establish the September 23, 2008 City Council meeting as the time and place to hold a public hearing to receive citizen comments on the CAPER.

Please place this item on the August 12, 2008 City Council agenda for consideration.

cc: Heather L. Soat, Financial Analyst
Michelle L. Pultz, CD Project Coordinator

CONSOLIDATED PLAN
2008-2009 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)\HOME ALLOCATION TIMETABLE*

CAC Organizational Meeting	
CAC Approval of Allocation Timetable	November 9, 2007
Proposal Solicitation	October 26, 2007 -December 7, 2007
CAC First Meeting (Proposal Presentations)	January 3, 2008
CC First Public Hearing	January 8, 2008
CAC Second Meeting (Proposal Presentations)	January 10, 2008
CAC Third Meeting (Proposal Presentations)	January 15, 2008
CAC Recommendations	January 17, 2008
City Administration Recommendations	January 21, 2008
CC CDBG Second Public Hearing / Budget Discussion	January 22, 2008
Environmental Review Process Begins	February 1, 2008
CC CDBG Preliminary Allocation Decision	February 26, 2008
CC Receipt of One-Year Action Plan Draft	March 11, 2008
Publish Proposed CP Summary (Final Statement of Objectives)	March 22, 2008
Consolidated Plan Public Comment Period	March 21, 2007 – April 22, 2008
CC makes final CDBG/HOME allocations for proposed projects. Receives citizen comments and authorizes submission of CP and adopt Resolution of Certifications	April 22, 2008
Request Release of Funds and Submission of CP and Certifications to HUD	May 15, 2008
Fiscal Year 2008-2009 Begins	July 1, 2008
Ad to Citizen Patriot for CAPER Hearing and 30-day comment	August 15, 2008
CAC CAPER Meeting	September 4, 2008
*City Council CAPER Hearing	September 23, 2008
Capers mailed to HUD	September 29, 2008
CAC-Citizens Advisory Council	
CC-City Council	
CP-Consolidated Plan	

*Timetable is tentative and is subject to change at the discretion of City Council



August 6, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Approval to Amend Subrecipient Agreements

The following CDBG and HOME subrecipients were unable to fully expend their allocated funds from Year 33 (2007-2008) and have requested additional time within which to complete projects. I have outlined each request separately below:

American Red Cross

The American Red Cross was allocated \$3,000 for Year 33 and has spent 67.77% of its funds. They are requesting the balance of \$967 be carried over to Year 34 (2008-2009) to allow them to continue to assist families in need of emergency assistance after a disaster, such as a fire. The American Red Cross received a \$2,000 allocation for Year 34.

Downtown Development Authority (DDA)

The DDA was allocated \$15,000 for Year 33 and has not had the opportunity to spend these funds due to prior year's funding still available to spend down. In fact, the DDA still has \$2,180 from Year 32 (2006-2007) which needs to be carried-over and spent. However, the DDA has committed \$15,000 to a façade project that is currently underway at 110 First Street. The DDA is also working with four property owners who may be eligible for a façade loan. The DDA received an \$18,000 allocation for Year 34.

Human Relations Commission (HRC)

Due to submission of ineligible reimbursement requests, the HRC was unable to spend down its Year 33 funding and is requesting the balance of \$3,261 be carried over to Year 34, for which they received an additional \$1,000 allocation. City staff is working closely with Frank Weathers and other HRC members to plan activities for the Youth Council that would result in eligible activities that could be reimbursed.

Jackson Affordable Housing Corp. (JAHC)

JAHC has both unspent CDBG and HOME funds, which it is requesting be carried over to Year 34, as follows:

- **CDBG** – JAHC has \$4,781 in its Foreclosure Prevention allocation to be carried over to Year 34. In addition, they received a \$27,273 Year 34 allocation. With the on-going foreclosure problems the City is experiencing, these funds should be spent down in a relatively short period of time.
- **HOME** – JAHC received a \$40,000 allocation in Year 33 to provide Down Payment Assistance to low- and moderate-income homebuyers. As of June 30, 2008, \$13,387 remained unspent which JAHC has requested be carried-over to Year 34. JAHC received an additional \$40,000 allocation in Year 34 for Down Payment Assistance.
- **HOME** - JAHC is the City's designated Community Housing and Development Organization (CHDO) and, as such, is mandated by HUD to receive a minimum 15% set-aside of HOME

funds. With the downturn in the real estate market, JAHC has not been able to turn over housing units identified in their applications for HOME funding during the past two years. They currently have \$143,636 in unspent HOME funds from prior years that needs to be carried-over, plus the new \$60,000 allocation for Year 34, for a total of \$203,636. Staff will be monitoring JAHC's performance very closely and will be ardently encouraging JAHC to take on projects and spend the funds. Additional or alternate CHDOs may need to be considered in the future to ensure the City is meeting HUD's performance measurement requirements. JAHC is currently negotiating the purchase of a home on Hamlin Place to rehabilitate.

Legal Services of South Central Michigan

Legal Services is also requesting an extension of time to spend its unexpended Year 33 allocation as it also had prior year funding used to reimburse their expenses. Legal Services currently has a balance of \$1,372 from Year 33 and did not receive an allocation in Year 34. This extension will allow Legal Services to continue to pay service of process fees for Personal Protection Orders in the coming year.

The Salvation Army

On December 11, 2007, City Council reallocated \$8,108 in CDBG funds to The Salvation Army to use in its utility assistance program. It was recently discovered by Community Development staff that The Salvation Army was unaware of the reallocation and did not know it had those extra funds available. With the current economic and employment decline in the City and statewide, it is quite reasonable The Salvation Army will have the opportunity to spend the \$8,108 plus the additional \$63,000 allocated for Year 34 in the coming fiscal year.

It is recommended each request for an extension of time be granted. Staff plans to work diligently with each subrecipient with current and past CDBG and HOME funding to aid in its performance and utilization of funds. Requested action from City Council is to authorize the Mayor and City Clerk execute Amended Subrecipient Agreements to allow the above entities additional time to expend its CDBG or HOME funding. Please place this item on the August 12, 2008 City Council agenda for consideration.

cc: Heather L. Soat, Financial Analyst
Michelle L. Pultz, CD Project Coordinator



American Red Cross, South Central Michigan Chapter

American Red Cross

3425 Francis Street
Jackson, Michigan 49203

Phone: 517-782-9486
Fax: 517-782-2282
Website: www.redcross-scmichigan.org

Fax Transmittal Form

To: Michelle P.

From: Sarabeth A.

Fax: 780-4781

American Red Cross
South Central Michigan Chapter

Date: 7-24-08

- Urgent
- For Your Information/Review
- Please Reply

Number of pages, including cover: 3

Message:

Michelle, I do intend to request an extension for our remaining CDBG funds.

Thank you,
Sarabeth



Free Blood Pressure Clinic
Every Thursday from 9:00 am to 12:00 noon
Red Cross Office
www.redcross-scmichigan.org



Downtown Development Authority
161 West Michigan Avenue, Jackson, MI 49201
Phone 517.788.4355 Fax 517.768.6367

RECEIVED

JUN 30 2008

June 30, 2008

Michelle Pultz
Community Development Project Coordinator
161 West Michigan Avenue
Jackson, MI 49201

Dear Michelle,

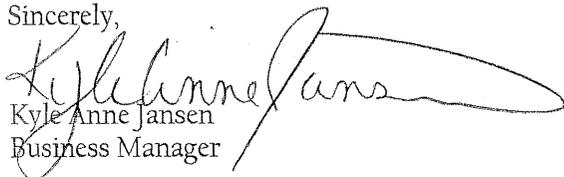
Enclosed is a CDBG payment request for \$19,820 for a Façade Loan for the Jackson Symphony Orchestra, 215 W. Michigan, dated June 30, 2008.

The Downtown Development Authority (DDA) would like to request an extension of our current funding period for the remaining \$17,180 CDBG grant for our Façade Program to be used by June 30, 2009. The DDA has closed on the project for Tax Season Widows, LLC, 110 First St. on May 21, 2008. The property owner is waiting for permits, requested June 6, 2008 and anticipates completion of the work by August 31, 2008. Please see attached memo from Jon A. Nowinski. Jon indicated it was for 401/403 W. Michigan, however, it is the same project. \$15,000 is dedicated to this project.

This leaves a remaining \$2,180 that was allocated to 105 E. Michigan. The property owner has chosen to reconsider the façade work after securing new bids for the cleaning process recommended by SHPO in January 2008. The cleaning process was more expensive. At this point, we will have the property owner resubmit their application and the Façade Review Panel would consider the project competitively along with new applications. If approved for carryover, I would propose to use the balance of \$2,180 in addition to the new allocation. I have interest from the four (4) property owners for the new round of funding and look forward to begin the approval process late July, so construction can begin in the fall.

I appreciate your time and consideration on this request. Please feel free to contact me if you need additional information or details on these projects. The best way to reach me is by my cell phone (517) 474-8899.

Sincerely,


Kyle Anne Jansen
Business Manager

cc: Carol Konieczki, Community Development Director

The Jackson Area Youth Council would like to request to carry over our 2007-2008 funding to the 2008-2009 fiscal year. We are learning the appropriate manner to spend our budget funding and would appreciate the opportunity to do so. We are thankful for the opportunity to receive such funding and look forward to using it toward the betterment of youth in our community.

Thank you,

Aimee L. Potts

Aimee L. Potts
City of Jackson Human Relations Commissioner
Jackson Area Youth Council Chairperson
MLK Diversity Committee
517-795-0154
pottsaimie@yahoo.com

--- On Fri, 8/1/08, Michelle Pultz <mpultz@cityofjackson.org> wrote:

From: Michelle Pultz <mpultz@cityofjackson.org>
Subject: Request to extend CDBG funds
To: "Aimee Potts" <pottsaimie@yahoo.com>
Cc: "Frank Weathers" <fweathers@cityofjackson.org>
Date: Friday, August 1, 2008, 12:49 PM

Aimee -

I will be presenting City Council with a request to extend the time period for spending funds for certain subrecipients who have so requested. If you wish to carry over your 2007-2008 funding to the 2008-2009 fiscal year, please send me a written request by no later than Tuesday, August 5. I have to have my agenda item ready to go by Wednesday, August 6 at noon - a copy of the letter requesting the extension needs to be submitted with the agenda item.

Thanks for your attention in this matter!

Michelle L. Pultz
Community Development Project Coordinator
161 W. Michigan Avenue
Jackson, MI 49201
Phone: (517) 768-6436
Fax: (517) 780-4781



*Improving the quality
of life in
Jackson area neighborhoods*

Jackson Affordable Housing Corporation

www.jacksonaffordablehousing.org

Board of Directors

Greg Shack,
President
Citizens Bank

Karen Hawley,
Vice President
JTV

Terry Willyard,
Treasurer
Baker College

Phil Fracker,
Secretary
Jackson Housing Commission

Ron Clingerman,
Past President
Fifth Third Bank

Willie Walters
Homeowner

Mike Archer
Flagstar Bank

Jay Hoffman
*Julius J. Hoffman, P.C.
Attorney at Law*

Judy Williams
Homeowner

Rob Deno
LaSalle Bank

Kathy Adams
Comerica Bank

Amy Schultz
*Foundation for a Healthy
Community-Foote Health
System*

Kitrina Sims
Homeowner

July 24, 2008

Michelle Pultz
Community Development
City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

RECEIVED

JUL 25 2008

Dear Ms. Pultz:

Jackson Affordable Housing Corporation currently has \$10,287 funds remaining in the 2007/2008 HOME grant allocation for Down Payment Assistance. There is also \$4,781 remaining in the 2007/2008 CDBG grant allocation for Foreclosure Prevention.

In line with our mission of assisting people to become homeowners in Jackson county, along with our vision of all residents having the opportunity to own safe, affordable housing, JAHC continues to provide services to meet these goals. As house prices continue to drop our low to moderate-income families are finding homes that are now affordable to them. We continue to ensure that their loans are not predatory and are, in fact, a sound investment for them. We anticipate the remaining funds will assist 3-4 families.

As the foreclosure crisis continues, JAHC continues it's effort to assist families within Jackson city limits financially, as well as through counseling. We anticipate the remaining funds will assist 1-2 families.

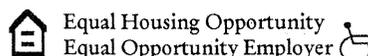
We are therefore requesting that the contracts for these funds be extended to December 31, 2008.

Thank you for your consideration.

Sincerely,


Karen A. Jackson
Executive Director

c: C. Konieczki
H. Soat



Assisting people to become homeowners in Jackson County

161 West Michigan Avenue, Jackson, Michigan 49201 517.788.4626. Facsimile 517.780.4721

LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN

Hillsdale/Jackson County Office: 540 N. Jackson St., Jackson, MI 49201
(517) 787-6111 • (800) 676-9488 • FAX: (517) 787-5805

July 8, 2008

Ms. Michelle Pultz
Comm. Dev. Grant Coordinator
161 W. Michigan Ave.,
Jackson, MI 49201-1303

Dear Ms. Pultz:

I am writing to let you know that we have finished the grant year with a balance of \$754.35 remaining. In the past, your office has requested that we write to you and find out if we may continue to use that balance into a new grant year. Would you please let us know what you wish us to do with the balance? Thank you.

Sincerely,



Karen Lewthwaite
Managing Attorney

JUL - 9 2008

Calhoun/Branch Office: 70 East Michigan Ave., Battle Creek, MI 49017 • (616) 965-3951 or (800) 688-3951 • FAX (616) 965-4874
Ingham/Eaton/Clinton/Barry/Shiawassee Office: 3490 Belle Chase Way, Ste. 50, Lansing, MI 48911 • (517) 394-3121 • FAX (517) 394-4276
Family Law Project: University of Michigan Law School, Hutchins Hall, Ann Arbor, MI 48109-1215 • (734) 998-9454 • FAX (734) 998-9125
Monroe/Lenawee County Office: 1118 A South Telegraph, Monroe, MI 48161 • (734) 241-8310 • FAX (734) 241-1381
Michigan Poverty Law Program 611 Church St., Ste. 4A, Ann Arbor, MI 48104-3000 • (734) 998-6100 • FAX (734) 998-9125
Farmworker Legal Services: 34276 52nd Street, PO Box 219, Bangor, MI 49013 • (269) 427-1622 • (800) 968-4046 • FAX (269) 427-2862
Washtenaw County Office: 420 N. Fourth Avenue, Ann Arbor, MI 48104-1104 • (734) 665-6181 • FAX (734) 665-2974



A member agency of the Jackson County, Monroe County and South Central Michigan United Ways



The Salvation Army

(FOUNDED IN 1865)

BY WILLIAM & CATHERINE BOOTH

July 25, 2008

Ms. Michelle L. Pultz
Community Development Project Coordinator
161 West Michigan Avenue
Jackson, Michigan 49201-1303

RECEIVED

JUL 25 2008

RE: Extension of 2007-2008 Funds of \$8,108.00.

Dear Ms. Pultz,

Thank you for re-allocating \$8,108.00 to The Salvation Army for our utility assistance to the residents in the city of Jackson.

We are requesting that these funds be extended into the 2008-2009 funding year. Due to the high number of requests we are confident that these funds will be expended by the end of June 2009

Thank you for your consideration of our request.

Sincerely,

John Mallett
Corps Officer.

SHAW CLIFTON
GENERAL

KENNETH BAILLIE
COMMISSIONER
TERRITORIAL COMMANDER

JAMES NAUTA, ACSW
MAJOR
DIVISIONAL COMMANDER

JOHN & LINDA MALLET
MAJORS
CORPS OFFICERS



United Way
Participant

DOING THE MOST GOOD

806 E. Pearl St. • Jackson, MI 49201-1719 • Telephone (517) 782-7185 • Fax (517) 782-0106
www.salvationarmy.org • Donations by phone: 1 800-SAL-ARMY • Donations by internet: www.1800salvationarmy.org

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050; (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM

TO: Hon. Mayor and City Council Members
FROM: Susan G. Murphy, Deputy City Attorney
RE: EG-EXCEL Easement
DATE: August 5, 2008

Attached is an Easement from EG-EXCEL granting the City a five-foot easement to construct a pedestrian public walkway along the front of the former prison wall. This easement is to the east of EG-EXCEL's property -- abutting what we now refer to as the Armory Arts Village.

During your June 24, 2008 meeting, you took action to accept an easement from DEM Investments. These two easements combine to grant the City a ten-foot easement to construct the pedestrian public walkway.

This item was on your July 15, 2008 City Council Agenda for acceptance of the easement, but was delayed pending receipt of a signed copy. A signed copy is now provided.

Please place this item on your August 12, 2008 agenda for acceptance allowing for staff to make minor changes as and if necessary.

cc: Julius A. Giglio, City Attorney
William R. Ross, City Manager

PERMANENT EASEMENT

EG-EXCEL, LLC, a Michigan limited liability company, with offices located at One Jackson Square, Suite 1100, Jackson, Michigan 49201, GRANTOR, for less than One Hundred (\$100.00) Dollars, conveys to the CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan, GRANTEE, a Permanent Easement for location, construction and maintenance of a pedestrian public walkway only over, across, and upon property situated in the City of Jackson, County of Jackson, State of Michigan, generally described as follows:

A parcel of land in the Northeast $\frac{1}{4}$ of Section 34, T2S, R1W, City of Jackson, Jackson County, Michigan, and more particularly described as commencing at the Northeast corner of said Section 34; thence S $00^{\circ}09'38''$ W 1141.31 feet, on the East line of said Section 34; thence N $89^{\circ}50'22''$ W 33.00 feet, to intersection of the South line of North Street and the West line of Cooper Street; thence N $89^{\circ}36'04''$ W 129.71 feet, on the South line of North Street, to the Point of Beginning of this description; thence S $00^{\circ}10'48''$ W 660.53 feet; thence N $89^{\circ}55'37''$ W 332.65 feet; thence North 78.60 feet; thence West 27.23 feet; thence North 33.22 feet; thence West 263.01 feet; thence North $42^{\circ}56'11''$ West 10.40 feet; thence North 128.27 feet; thence West 149.09 feet to the East line of the Jackson, Lansing & Saginaw Railroad right of way; thence 56.03 feet, on the arc of curve to the left with a central angle of $01^{\circ}12'36''$, a radius of 2469.76 feet, and a long chord bearing and distance of N $03^{\circ}19'57''$ W 55.96 feet, on said railroad right of way; thence N $04^{\circ}19'58''$ W 363.22 feet, on said railroad right of way to the South line of North Street; thence S $89^{\circ}36'04''$ E 812.00 feet, on the South line of North Street, to the Point of Beginning, containing 10.43 acres. (Parcel B)

The Permanent Easement is limited to and is more particularly described as:

Commencing at the Northeast corner of Parcel "B"; said point also being the Point of Beginning of this description; thence S $00^{\circ}10'48''$ along the East line of Parcel "B" a distance of 660.53 feet; thence N $89^{\circ}55'37''$ W a distance of 5.00 feet to the East side of a 5 foot wide block wall; thence N $00^{\circ}10'48''$ E along the East side of said wall a distance of 660.55 feet; thence S $89^{\circ}36'04''$ E a distance of 5.00 feet back to the Point of Beginning of this description. Containing 3302.70 square feet or .076 acres.

IT IS UNDERSTOOD that no other buildings, construction, or any other improvements of any kind or nature will be placed upon the Permanent Easement without consent of Grantee. Grantee

covenants and agrees that upon completion of any work pursuant to, and permitted under, this Permanent Easement, Grantee shall leave the subject property in a reasonably neat and orderly condition; provided, however, that in the event Grantor paves, landscapes, or makes other improvements upon the Permanent Easement, Grantee shall not be responsible for restoring same.

The benefit and access to the Permanent Easement by the public shall be limited to existing and connecting Riverwalk easements, if any, or such access points that constitute public property. No other use of the easement shall be permitted. Access is not permitted over any other portion of Parcel B.

IT IS FURTHER UNDERSTOOD that the pedestrian public walkway be designed for walking along the future Riverwalk trail as a means to enjoy the historical nature of the former prison wall. The Grantee will develop the pedestrian public walkway in a manner that will allow pedestrians, wheelchairs, and bicycles to use the walkway,

IT IS FURTHER UNDERSTOOD that while pedestrian traffic may include the walking of leashed dogs, Grantee will take steps to prohibit the use of the pedestrian public walkway by persons walking or riding larger animals, such as horses, and will also prohibit its use by those implements that may destroy the walkway including but not limited to such as roller skates, rollerblades, scooters, and skateboards.

This grant of Permanent Easement shall supersede all previous easements with respect to the sidewalk installation, use, maintenance, and repair thereof. All such costs shall be the responsibility of the Grantee without charge or assessment to Grantor, its successors, and assigns. Except for negligence and omissions of Grantor, or its agents, Grantee shall assume liability for personal injury, property damage, and the cost of installation, use, maintenance, and repair of the Permanent Easement, and the improvements thereon. Grantee shall list Grantor as an additional insured on its general liability insurance policy.

This grant of Permanent Easement and the mutual covenants herein contained shall be deemed to run with the land and be binding on and enforceable by the parties hereto and their respective representatives, successors and assigns forever.

Grantee, by acceptance of this Grant of Permanent Easement, agrees to the foregoing conditions.

This instrument is exempt from real estate transfer tax under MCL 207.526(a), MSA 7.456(26) and MCL 207.505, MSA 7.456(5)(a).

This Permanent Easement is executed on this 4th of August 2008.

EG-EXCEL, LLC, a Michigan limited liability
company

By: K. Scott Fleming
K. Scott Fleming
Its: Manager

STATE OF MICHIGAN)
) SS:
COUNTY OF JACKSON)

On this 4th day of August, 2008, before me, a Notary Public in and for said County, personally appeared K. Scott Fleming, as a Manager of Grantor, to me known to be the person described above and who executed the foregoing instrument, and respectively acknowledged the execution thereof to be his free act and deed on behalf of said limited liability company, and that he is duly authorized to execute this instrument.



Deborah A. Kelly
Notary Public, Jackson County, Michigan
My commission expires: 4/20/2015

Prepared by:
J. Jeffrey Anderson
P. O. Box 55
Jackson, MI 49204

When recorded return to:
Diane Bower
P. O. Box 787
Jackson, MI 49204



July 10, 2008

mark van valin
lead pastor

doug blume
community groups
young adults

adam davidson
worship arts

debbie grainger
life recovery

earl habecker
pastoral care / prayer

rod mathews
family center / outreach

dottie miller
hospitality / assimilation

john newby
administrative

kara riggleman
young teens

ward sipes
pastoral care

Human Relations Commission
City/County of Jackson
City Hall, Jackson, MI

Dear Mayor, fellow Commissioners and staff,

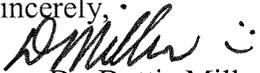
In my pastoral role at Spring Arbor Free Methodist Church, I have been working $\frac{3}{4}$ time as Pastor of Hospitality and Assimilation for the past 4 years. Prior to that I was Children's Pastor for 6 years.

Our Children's Pastor for the last 4 years resigned effective April 30, and we have been searching for a qualified pastor to take her place. We have not found one we felt had the necessary qualifications to lead this important ministry.

As a result, I will be appointed interim Children's Pastor for this year (July 1, '08 – June 30, '09) in addition to my role in hospitality and assimilation. I presently lead 350-400 volunteers, and this will add about 200 more in addition to the paid staff for children.

As a result of these changes, I need to resign from all my evening responsibilities which cover three evenings a week, and include Human Relations Commission.

It is with regret that I tender my resignation from the Human Relations Commission. I have enjoyed working with each of you, as well as learning how the City government runs. I would like to stay on through the HRC Picnic so that I can live up to my commitments for this great event. Please consider my resignation to be effective beginning August 1, 2008.

Sincerely,

Rev. Dr. Dottie Miller
5501 Mc Cain Rd
Jackson, MI 49201

120 east main street
spring arbor, mi 49283
517.750.2400
fax: 517.750.2342
preschool: 517.750.4140
info@springarborfm.org
www.springarborfm.org

July 27, 2008

To: Jackson City Council

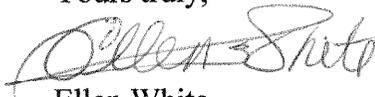
From: Ellen White
City Charter Committee Member

Subject: Resignation

This letter is to regrettably inform you that I can no longer serve as a member of the Jackson City Charter Committee. I have recently accepted a position with the Michigan Department of Transportation. My job assignment will keep me away from home for months at a time and I would not be able to perform my obligation to the City Charter Committee.

I would like to thank-you for having appointed me to be on the committee and serving in that capacity has certainly been an honor.

Yours truly,



Ellen White
City Charter Committee Member



RECEIVED
CITY of JACKSON
JUL 29 2008
CLERK'S OFFICE
BY PK



CITY OF JACKSON, MICHIGAN

FINANCIAL STATEMENTS

AS OF AND FOR THE 12 MONTHS ENDED JUNE 30, 2008 (PRE-AUDIT)

(UNAUDITED)

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City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)
(Prepared on the Adopted Budget - Basis)

Function Department	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
<u>Legislative :</u>					
101-101 City Council	99,688	6,490	98,703	99.01%	985
<u>Judicial:</u>					
101-103 Charter Review Committee	10,000	19	214	2.14%	9,786
101-137 Administrative Hearings Bureau	28,292	2,943	27,819	98.33%	473
	38,292	2,962	28,033	100.47%	10,259
<u>General Government :</u>					
101-172 City Manager	252,274	29,307	273,262	108.32%	(20,988)
101-192 City Clerk-Elections	141,590	8,591	135,296	95.55%	6,294
101-201 Finance	411,854	49,622	409,595	99.45%	2,259
101-209 City Assessor	403,324	44,323	400,642	99.34%	2,682
101-210 City Attorney	518,853	53,409	502,618	96.87%	16,235
101-215 City Clerk	200,612	22,585	196,437	97.92%	4,175
101-226 Personnel	395,292	31,328	347,660	87.95%	47,632
101-233 Purchasing	163,884	16,370	160,438	97.90%	3,446
101-253 City Treasurer	324,222	35,202	314,528	97.01%	9,694
101-254 City Income Tax	268,306	21,853	236,902	88.30%	31,404
101-258 Management Information Services	335,557	33,128	334,123	99.57%	1,434
101-265 City Hall & Grounds	319,827	19,054	332,461	103.95%	(12,634)
101-276 Cemeteries	454,314	83,272	444,056	97.74%	10,258
101-299 Unallocated	601,011	27,675	542,834	90.32%	58,177
	4,790,920	475,719	4,630,852	96.66%	160,068
<u>Police Department :</u>					
101-301 Police	8,614,918	1,067,740	8,469,948	98.32%	144,970
101-303 Police Youth Services - JPS	307,662	36,263	302,222	98.23%	5,440
101-308 STEP Grants	20,733	0	20,733	N/A	0
101-311 JCCAE Grant	16,216	0	8,417	N/A	7,799
101-313 Consortium Training	46,164	7,436	32,853	71.17%	13,311
101-314 In-Service Training	15,776	2,083	15,819	100.27%	(43)
101-315 MCOLES Training	49,087	22,552	29,943	61.00%	19,144
	9,070,556	1,136,074	8,879,935	97.90%	171,477
<u>Fire Department :</u>					
101-337 Fire Administration	277,027	34,101	276,670	99.87%	357
101-340 Fire Suppression	4,850,206	618,956	4,919,508	101.43%	(69,302)
101-341 Fire Prevention	10,279	1,801	10,027	97.55%	252
101-343 Fire Training	236,403	47,176	187,174	79.18%	49,229
	5,373,915	702,034	5,393,379	100.36%	(19,464)
<u>Other Public Safety :</u>					
101-350 Public Safety - Unallocated	1,373,845	161,851	1,378,825	100.36%	(4,980)
101-401 Planning	87,948	23,570	92,069	104.69%	(4,121)
101-426 Office of Emergency Measures	61,031	6,325	54,527	89.34%	6,504
	1,522,824	191,746	1,525,421	100.17%	(2,597)

(Continued -)

City of Jackson, Michigan
General Fund Expenditure Summary
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)
(Prepared on the Adopted Budget - Basis)

- Continued -

Function Department	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
<u>Public Works :</u>					
101-441 Tax Property Maintenance	10,000	49	7,125	N/A	2,875
101-442 Civic Affairs	70,246	10,683	50,356	71.69%	19,890
101-445 Drains at Large	73,759	15,491	73,287	99.36%	472
101-446 Storm Drain Construction	96,462	52,459	88,388	91.63%	8,074
101-447 Grounds Maintenance	181,477	5,954	161,952	89.24%	19,525
101-448 Sidewalk Construction	129,777	(1,784)	125,495	96.70%	4,282
101-450 Street Lighting	406,249	31,148	405,782	99.89%	467
101-455 Weed Control	22,905	8,834	17,561	76.67%	5,344
	990,875	122,834	929,946	93.85%	60,929
<u>Recreation & Culture :</u>					
101-690 Forestry	560,954	36,232	576,107	102.70%	(15,153)
101-692 Parks, Recreation & Grounds Admin.	725,896	74,235	739,911	101.93%	(14,015)
101-697 Parks & Facilities Maintenance	505,174	70,528	496,048	98.19%	9,126
101-698 Lt. Nixon Memorial Pool	156,500	32,532	137,568	87.90%	18,932
101-699 Sharp Park Swimming Pool	126,992	22,358	105,086	82.75%	21,906
101-803 Historical District	27,583	10,735	36,909	133.81%	(9,326)
	2,103,099	246,620	2,091,629	99.45%	11,470
<u>Health & Welfare :</u>					
101-896 Human Relations	47,616	8,597	41,336	86.81%	6,280
<u>Contributions to Other Funds:</u>					
101-999 Contributions to Other Funds:	335,639	20,051	45,051	13.42%	290,588
Total General Fund Expenditures	24,373,424	2,913,127	23,664,285	97.09%	689,995

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)
(Prepared on the Adopted Budget - Basis)

Fund Type/Fund Name		2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
<u>Special Revenue Funds :</u>						
202	Major Street	4,789,646	292,933	3,580,503	74.76%	1,209,143
203	Local Street	1,588,919	93,262	1,543,396	97.13%	45,523
208	Ella W. Sharp Park Operating	706,032	113,875	705,448	99.92%	584
210	Land Acquisition Fund	50,000	10,457	54,592	109.18%	(4,592)
211	Housing Initiative Fund	24,690	114	24,748	100.23%	(58)
245	Public Improvement	1,521,506	711,379	967,051	63.56%	554,455
249	Building Department	502,387	73,400	483,054	96.15%	19,333
257	Budget Stabilization	65,000	0	0	0.00%	65,000
265	Drug Law Enforcement	81,995	7,854	76,928	93.82%	5,067
266	Project Safe Neighborhood Grant	95,529	10,846	27,343	28.62%	68,186
268	Byrne JAG Grant	32,734	0	0	0.00%	32,734
270	LAWNET Grant	131,167	14,702	129,144	98.46%	2,023
288	Lead Hazard Control Grant	406,818	60,655	560,948	137.89%	(154,130)
293	Waterfront Redevelopment Grant	21,504	0	0	0.00%	21,504
294	2004 Brownfield Assessment Grant	145,642	0	145,641	100.00%	1
295	2008 Brownfield Assessment Grant	100,000	1,764	2,523	2.52%	97,477
296	Recreation Activity	305,147	46,778	238,470	78.15%	66,677
297	JPS Recreation Millage Program	248,000	29,842	243,899	98.35%	4,101
<u>Debt Service Funds :</u>						
320	1998 MTF Bond D/S	128,144	0	128,144	100.00%	0
323	Mich. Urban Land Assembly D/S	144,000	0	144,000	100.00%	0
324	2003 MTF Bond D/S	153,210	0	153,210	100.00%	0
365	City Hall D/S	580,924	0	580,924	100.00%	0
368	Building Authority D/S	127,944	0	127,944	100.00%	0
395	2001 DDA TIF D/S	968,923	550	968,923	100.00%	0
398	2002 BRA TIF D/S	527,623	250	527,623	100.00%	0
399	2007 BRA TIF Refunding D/S	10,267,268	325	10,267,094	100.00%	174
<u>Capital Projects Funds :</u>						
401	Capital Projects Fund	780,963	39,633	506,360	64.84%	274,603
402	Water Equipment and Replacement	1,871,632	254,646	1,682,058	89.87%	189,574
404	Sanitary Sewer Maintenance Fund	468,773	67,978	405,047	86.41%	63,726
405	Sanitary Sewer Replacement	497,500	29,847	484,427	97.37%	13,073
406	Wastewater Equipment Replacement	3,118,000	501,921	1,153,531	37.00%	1,964,469
494	Brownfield Redevelopment Authority	1,242,686	2,545	1,041,010	83.77%	201,676
496	DDA Project	1,259,222	37,389	1,261,220	100.16%	(1,998)
<u>Enterprise Funds :</u>						
583	Sharp Park Golf Practice Center	71,295	323,937	71,092	99.72%	203
585	Auto Parking System	111,673	48,652	94,808	84.90%	16,865
586	Parking Assessment	249,026	65,133	238,705	95.86%	10,321
590	Sewer	6,793,701	734,414	5,244,267	77.19%	1,549,434
591	Water	7,138,068	911,360	5,780,187	80.98%	1,357,881
599	Parking Deck Fund	441,298	16,909	172,713	39.14%	268,585

(Continued -)

City of Jackson
All Other Funds - Expenditure Summary
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)
(Prepared on the Adopted Budget - Basis)

- Continued -

Fund Type/Fund Name		2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Spent	Variance - Favorable (Unfavorable)
<u>Internal Service Funds :</u>						
641	Public Works Administration	734,960	41,509	626,749	85.28%	108,211
642	Engineering Administration	392,594	59,487	405,797	103.36%	(13,203)
643	Local Site Remediation Revolving	50,000	0	0	0.00%	50,000
661	Motor Pool and Garage	1,977,532	169,126	1,490,620	75.38%	486,912
663	Equipment Revolving Fund	70,912	0	64,232	90.58%	6,680
677	Workers' Compensation	434,426	13,370	409,995	94.38%	24,431
678	Prescription Drug	899,667	148,535	873,055	97.04%	26,612
679	Health Care Deductible Reimbursement	190,000	37,161	200,973	105.78%	(10,973)
<u>Trust & Agency Funds :</u>						
702	County & School Tax Collection	151,000	0	0	0.00%	151,000
711	Cemetery Perpetual Maintenance	71,000	67,907	74,087	104.35%	(3,087)
718	Ella W. Sharp Endowment	49,613	53,982	53,982	108.81%	(4,369)
731	Employees' Retirement System	2,120,000	160,313	2,095,409	98.84%	24,591
732	Policemen's/Firemen's Pension	1,310,000	520,308	1,291,913	98.62%	18,087
733	Policemen's/Firemen's Pens.-345	3,350,000	66,498	3,263,028	97.40%	86,972
736	Public Employees Health Care	15,400	0	0	0.00%	15,400
<u>Special Assessment Funds :</u>						
895	Special Assessment	535,097	168,903	535,541	100.08%	(444)

City of Jackson
All Funds - Revenue Summary
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)

Fund/Fund Name	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Collected
<u>General Fund :</u>				
Property Taxes	7,851,422	610,496	7,847,792	99.95%
Income Taxes	8,325,000	189,730	7,913,607	95.06%
Licenses & Permits	235,260	1,342	180,925	76.90%
Federal Grants	48,233	462	34,720	71.98%
State Grants	65,063	6,943	14,829	22.79%
State Revenue Sharing	5,153,768	588,588	5,086,310	98.69%
Contributions From Local Units	180,321	71,385	179,750	99.68%
Charges For Goods & Services	1,121,947	715,419	1,061,352	94.60%
Fines & Forfeits	279,077	19,803	279,673	100.21%
Investment Income	336,000	6,150	146,893	43.72%
Contributions From Other Funds	344,462	209,646	273,175	79.30%
Miscellaneous	289,407	7,434	165,967	57.35%
Total General Fund Revenues	24,229,960	2,427,398	23,184,993	95.69%
<u>Special Revenue Funds :</u>				
202 Major Street	4,780,248	108,873,507	3,534,803	73.95%
203 Local Street	1,503,876	352,401	1,338,789	89.02%
208 Ella W. Sharp Park Operating	708,794	167,111	616,698	87.01%
210 Land Acquisition Fund	72,384	89	72,707	100.45%
211 Housing Initiative Fund	21,000	0	0	0.00%
245 Public Improvement	1,244,300	113,106	1,252,917	100.69%
249 Building Inspection	501,541	49,969	282,749	56.38%
257 Budget Stabilization	65,000	5,193	70,873	109.04%
265 Drug Law Enforcement	54,685	28,454	76,254	139.44%
266 Project Safe Neighborhood Grant	95,529	0	5,535	5.79%
268 Byrne JAG Grant	32,734	0	0	0.00%
270 LAWNET Grant	131,166	17,323	121,793	92.85%
288 Lead Hazard Control Grant	406,818	0	477,959	117.49%
293 Waterfront Redevelopment Grant	21,504	202	(6,014)	-27.97%
294 2004 Brownfield Assessment Grant	145,642	62,358	145,641	100.00%
295 2008 Brownfield Assessment Grant	100,000	0	0	0.00%
296 Recreation Activity	310,000	16,424	243,276	78.48%
297 JPS Recreation Millage Program	248,000	124,422	248,422	100.17%
<u>Debt Service Funds :</u>				
320 1998 MTF Bond D/S	128,137	0	128,144	100.01%
323 Mich. Urban Land Assembly D/S	144,000	0	144,000	100.00%
324 2003 MTF Bond D/S	153,210	0	153,210	100.00%
365 2003 City Hall D/S	576,125	426,454	592,369	102.82%
368 Building Authority D/S	127,944	0	127,944	100.00%
395 2001 DDA TIF D/S	969,000	550	968,923	99.99%
398 2002 BRA TIF D/S	526,000	250	527,623	100.31%
399 2007 BRA TIF Refunding D/S	10,268,938	325	10,267,194	99.98%
<u>Capital Projects Funds :</u>				
401 Capital Projects Fund	748,951	0	187,861	25.08%
402 Water Equipment and Replacement	1,570,884	114,919	1,662,599	105.84%
404 Sanitary Sewer Maintenance Fund	468,773	66,917	408,441	87.13%
405 Sanitary Sewer Replacement	698,000	58,416	703,784	100.83%
406 Wastewater Equip. Replacement	760,000	62,147	776,293	102.14%

(Continued-)

City of Jackson
All Funds - Revenue Summary
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)

- Continued -

Fund/Fund Name	2007/08 Amended Budget	Actual Month To Date	Actual Year To Date	Percent Collected
<u>Capital Projects Funds : (Continued)</u>				
494 Brownfield Redevelopment Authority	1,496,398	1,406,158	1,497,822	100.10%
496 DDA Project	1,068,339	1,015,089	1,061,512	99.36%
<u>Enterprise Funds :</u>				
583 Sharp Park Golf Practice Center	66,652	18,894	57,747	86.64%
585 Auto Parking System	109,236	54,052	109,962	100.66%
586 Parking Assessment	193,376	29,559	200,066	103.46%
590 Sewer	5,340,000	339,880	5,230,438	97.95%
591 Water	6,636,828	390,703	6,684,835	100.72%
599 Parking Deck Fund	281,388	2,760	286,309	101.75%
<u>Internal Service Funds :</u>				
641 Public Works Administration	676,142	51,500	618,091	91.41%
642 Engineering Administration	364,243	29,647	374,745	102.88%
643 Local Site Remediation Revolving	159,377	0	0	0.00%
661 Motor Pool and Garage	1,302,432	109,552	1,357,818	104.25%
663 Equipment Revolving Fund	70,912	0	64,232	90.58%
677 Workers' Compensation	377,575	25,590	304,661	80.69%
678 Prescription Drug	1,192,025	72,057	904,202	75.85%
679 Health Care Deductible Reimb.	435,850	35,922	439,558	100.85%
<u>Trust & Agency Funds :</u>				
702 County & School Tax Collection	151,000	3,200	138,854	91.96%
711 Cemetery Perpetual Maintenance	106,000	(20,722)	175,686	165.74%
718 Ella W. Sharp Endowment	49,613	23,324	23,324	47.01%
731 Employees' Retirement System	2,056,990	(912,597)	(622,489)	-30.26%
732 Policemen's/Firemen's Pension	1,232,545	433,529	434,853	35.28%
733 Policemen's/Firemen's Pension-345	6,214,972	911,200	2,640,159	42.48%
736 Public Employees Health Care	11,000	893	12,185	110.77%
<u>Special Assessment Funds :</u>				
895 Special Assessment	535,097	184,066	587,441	109.78%

City of Jackson
Notes to Revenue & Expenditure Summaries
As of and For the 12 Months Ended June 30, 2008 (Pre-Audit)

Note 1: Revenues do not include budgeted appropriations from fund balance. These appropriations, together with budgeted revenues, are sufficient to fund budgeted expenditures, in accordance with State law.

Note 2: These financial statements are the first preliminary statements for June 30, 2008. The Finance Department will review each fund and make the necessary year-end adjustments and corrections and a second year end run of these financial statement will then be processed. This second run will be used by the auditors to perform their annual audit. Any adjusting journal entries that result from the audit will then be entered to generate the final year-end financial statements, from which the audit report (CAFR) will be based.



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

August 5, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: CDBG Financial Summary through June 2008

Attached is a Financial Summary for the CDBG funds through June 2008.

Please place this item for consideration on the August 12, 2008 City Council agenda.

CLK:hls

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Twelve Months Ended June 30, 2008**

	Budgeted	Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
<u>Public Services</u>							
1 American Red Cross							
FY 2006/2007	3,301	1,021	-	2,280	3,301	-	100%
FY 2007/2008	3,000	-	1,320	2,033	2,033	967	68%
2 Big Brothers Big Sisters	2,500	-	-	2,500	2,500	-	100%
3 Center for Family Health	25,000	-	-	25,000	25,000	-	100%
4 Center for Women (FY 2006/2007)	5,000	3,057	-	1,943	5,000	-	100%
5 Fair Housing Services							
FY 2004/2005	10,000	-	-	-	-	10,000	0%
FY 2006/2007	37,000	25,917	-	11,083	37,000	-	100%
6 Family Services & Children's Aid							
FY 2006/2007	10,000	6,193	-	3,807	10,000	-	100%
FY 2007/2008	2,500	-	956	2,500	2,500	-	100%
7 Florence Crittendon - Male Transition Program							
FY 2006/2007	4,788	2,981	-	1,807	4,788	-	100%
FY 2007/2008	4,788	-	-	3,961	3,961	827	83%
8 Florence Crittendon - Reporting Center for Youth	5,400	-	619	2,119	2,119	3,281	39%
9 Human Relations Comm (Cool Cities Youth Council)	5,000	-	-	1,739	1,739	3,261	35%
10 Jackson Affordable Housing Programs							
FY 2006/2007	19,500	15,081	-	4,419	19,500	-	100%
FY 2007/2008	29,200	-	-	24,419	24,419	4,781	84%
11 Legal Services of SE Michigan							
FY 2006/2007	1,563	984	136	579	1,563	-	100%
FY 2007/2008	1,500	-	128	128	128	1,372	9%
12 MLK Summer Program	25,000	-	-	25,000	25,000	-	100%
13 Neighborhood Resource Centers							
FY 2005/2006	14,750	13,038	-	1,712	14,750	-	100%
FY 2007/2008	15,000	-	1,698	13,326	13,326	1,674	89%
14 Northeast School Dental Clinic (FY 2005/2006)	25,000	12,266	-	12,630	24,896	104	100%
15 Partnership Park-After School Programs							
FY 2006/2007	10,000	-	-	10,000	10,000	-	100%
FY 2007/2008	5,000	-	1,150	5,000	5,000	-	100%
16 Resident Officer Program-Property Expenses (FY 2004/2005)	3,993	1,547	116	1,770	3,317	676	83%
17 Salvation Army - Heating Assistance	68,108	-	32,615	60,000	60,000	8,108	88%
18 United Way - 211 Services							
FY 2006/2007	12,500	9,375	-	3,125	12,500	-	100%
FY 2007/2008	5,000	-	1,250	5,000	5,000	-	100%
19 Administration & Planning							
FY 2005/2006	342,170	250,306	-	91,864	342,170	-	100%
FY 2007/2008	344,100	-	29,659	200,627	200,627	143,473	58%
<u>Other Projects</u>							
20 City Code Enforcement Division							
FY 2006/2007	100,000	40,403	-	59,597	100,000	-	100%
FY 2007/2008	532,545	-	52,805	416,531	416,531	116,014	78%
21 City Housing Rehabilitation Projects:							
Owner Occupied Housing Rehabilitation							
FY 2005/2006	292,000	133,588	32,548	76,024	209,612	82,388	72%
FY 2006/2007	59,000	-	-	-	-	59,000	0%
FY 2007/2008	317,451	-	-	-	-	317,451	0%
City Emergency Hazard Repair Program							
FY 2005/2006	60,000	59,403	-	597	60,000	-	100%
FY 2006/2007	10,000	-	-	10,000	10,000	-	100%
FY 2007/2008	50,000	-	-	11,446	11,446	38,554	23%
New Neighbor Program (FY 2005/2006)	80,000	58,755	-	-	58,755	21,245	73%

**City of Jackson
Community Development Block Grant
Monthly Financial Summary
For the Twelve Months Ended June 30, 2008**

	Budgeted	Prior Year	Actual Month-to-Date	Actual Year-to-Date	Total Funds Expended- to-Date	Balance	Percent Spent
World Changers							
FY 2005/2006	20,000	10,953	-	9,047	20,000	-	100%
FY 2007/2008	45,000	-	17,777	32,829	32,829	12,171	73%
City Rehab Administration (Denied Loans)							
FY 2006/2007	1,000	480	-	520	1,000	-	100%
FY 2007/2008	1,000	-	(423)	331	331	669	33%
22 Downtown Development Authority - Façade Loans							
FY 2006/2007	60,000	15,000	-	23,000	38,000	22,000	63%
FY 2007/2008	15,000	-	-	-	-	15,000	0%
23 John George Home - Building Repairs	50,000	-	-	50,000	50,000	-	100%
24 Ganson Street Pocket Park (FY 2006/2007)	70,000	-	-	70,000	70,000	-	100%
25 King Center - parking lot/courts							
FY 2006/2007	65,000	-	-	65,000	65,000	-	100%
FY 2007/2008	40,000	-	-	40,000	40,000	-	100%
26 Habitat - rehab (FY 2006/2007)	47,500	47,047	-	453	47,500	-	100%
27 Street Construction - Milwaukee (FY 2006/2007)	98,000	68,197	-	9,955	78,152	19,848	80%
28 Street Construction - High to Morrell (FY 2006/2007)	398,000	27,715	-	295,005	322,720	75,280	81%
29 Street Construction - Elm (FY 2006/2007)	99,400	54,798	-	6,155	60,953	38,447	61%
30 Street Construction - crush and shape (FY 2006/2007)	179,091	9,543	-	169,548	179,091	-	100%
31 Enterprise Group - Operations	7,500	-	-	-	-	7,500	0%
32 Job Creation Loans (FY 2006/2007)	30,000	-	-	-	-	30,000	0%
33 Enterprise Group-Incubator Bldg Imp (FY 2006/2007)	18,000	6,926	-	-	6,926	11,074	38%
34 Riverwalk Project (FY 2005/2006)	70,000	21,873	-	5,607	27,480	42,520	39%
35 Acquisition/Demolition - CAA (FY 2005/2006)	237,000	235,603	-	-	235,603	1,397	99%
36 Demolitions - Building Inspection (FY 2005/2006)							
FY 2005/2006	62,949	20,795	-	-	20,795	42,154	33%
FY 2007/2008	48,046	-	-	-	-	48,046	0%
37 NRC #2 - Repairs (FY 2006/2007)	20,470	-	-	20,470	20,470	-	100%
38 Spring Cleanup	5,000	-	10	4,428	4,428	572	89%

NOTE: All funds are FY 2007/2008 allocations unless otherwise indicated

MEMORANDUM
City Clerk's Office

August 7, 2008

TO: Honorable Mayor and City Councilmembers

SUBJECT: Complaint Filed by Brian Surgener in Reference to the City's
Meterless Parking System

Following is the subject complaint filed in the Court of Appeals. Requested action is for City Council to receive this complaint and refer it to the City Attorney for appropriate action.

STATE OF MICHIGAN
IN THE COURT OF APPEALS

BRIAN SURGENER,

Case No.: 08 _____ CZ

Plaintiff,

v.

Honorable:

File No:

CITY OF JACKSON,
a municipal corporation,

Defendant.

Jeffrey A. Hank (P71152)
CONSUMER LAW CENTER, PLLC
Attorneys for Plaintiff
408 Wildwood Avenue
Jackson, Michigan 49201
Telephone: (517) 998-7400
Facsimile: (888) 490-7750
E-mail: jah@ConsumerPractice.com

RECEIVED
CITY OF JACKSON

AUG 01 2008

ATTORNEY'S OFFICE

By: _____

There is no pending or resolved civil action arising out of the same transaction or occurrence as alleged in the complaint.



Jeffrey A. Hank (P71152)
Attorneys for Plaintiff

ORAL ARGUMENT REQUESTED

Plaintiff requests that this Honorable Court grant a hearing for Oral Argument.

Now comes the Plaintiff, BRIAN SURGENER (hereinafter also referred to as the “Plaintiff”), individually and on behalf of all others similarly situated, by his attorneys CONSUMER LAW CENTER, PLLC, and for their Complaint, state as follows:

I. INTRODUCTION

1. This is an action under the “Headlee Amendment” to the 1963 State of Michigan Constitution (1963 State of Michigan Constitution, more specifically the “Headlee Amendment”, Const. 1963, art 9, §§ 25-34 *et seq.* (“Headlee”)) for injunctive relief, compensatory damages, and for the attorneys’ fees and costs incurred in bringing this action against Defendant for its unlawful imposition of a tax for parking services in a manner that is illegal under state law, and otherwise substantially increasing an onerous and unlawful financial burden on Plaintiff.

2. The Headlee Amendment §31 protects Michigan taxpayers against state and local taxation by requiring voter approval of any new taxes.

3. Furthermore, §32 of the amendment provides that taxpayers may bring a lawsuit to enforce its provisions in the Court of Appeals and recover their costs for doing so.

4. This case involves Defendant’s wrongful collection and imposition of “parking fees” from downtown property owners, including Plaintiff.

5. Plaintiff has been charged a parking “fee” by the Defendant to provide “free” parking spaces for use by the public.

6. The revenue collected by the Defendant from parking “fees” is used to maintain public parking lots and is raised solely for the purpose of public benefit.

7. The tax is supposedly a parking “fee”, which is payment for the use of said service by the general public and is supposed to be used to cover operating costs and maintenance of City parking lots and is used so that the general public may park downtown for free.

8. The revenue collected from the parking “fees” is directly used to provide the general public with “free parking”.

9. The fees charged range from a mandatory \$125.00 up to at least \$4,832.46.

10. The revenue collected is documented in public records published by the Defendant.

11. The 2007-2008 annual budget report of Defendant reveals that for the last collection period, \$66,833.34 was unlawfully charged by Defendant to taxpayers without voter approval.

12. Defendant’s parking “fees” are in fact taxes that are disguised to escape the Constitutional requirements for levying new taxes under the Headlee Amendment.

13. Defendant has imposed and collected an illegal and disguised tax on its citizens and property owners in the form of parking “fees” in violation of their Constitutional Rights and contrary to the requirements of the Headlee Amendment.

II. JURISDICTION AND VENUE

14. Plaintiff incorporates by reference each and every allegation set forth in the above paragraphs as though the same were set forth herein word for word in paragraph by paragraph.

15. Plaintiff, Brian Surgener (hereinafter referred to as “Plaintiff” or “Surgener”) owns real property in the City of Jackson, County of Jackson, which is located at 201 South Merchant, Jackson, MI, 49201.

16. Defendant, City of Jackson, located in the County of Jackson (hereinafter referred to as “Defendant” or “City”) is a municipality organized under the laws and Constitution of the State of Michigan.

17. Venue and Jurisdiction are appropriate pursuant to Const 1963, art 9, § 32.

III. PARTIES AND STANDING

18. The Plaintiff is Brian Surgener, a downtown property owner who pays the Meterless Parking Fees as a taxpayer in the City of Jackson.

19. The Defendant is the City of Jackson, located in the County of Jackson, a State of Michigan municipal entity organized under the laws and Constitution of the State of Michigan.

IV. FACTUAL ALLEGATIONS

20. Plaintiff incorporates by reference each and every allegation set forth in the preceding paragraphs as though the same were fully set forth herein.

21. Plaintiff is the owner of real property located at 201 South Mechanic Street, which is located within the downtown business district of Jackson, Michigan.

22. In 2007, the City Council of Jackson voted to assess a parking “fee” on properties located within 300 feet of certain parking lots owned by the City of Jackson.

23. This fee is commonly referred to as the “Meterless Parking Fee”.

24. The Meterless Parking fee is charged to property owners so the public can park in the downtown business district at no charge.

25. The funds generated by the Meterless Parking fee are used to maintain the public parking lots.

26. The public parking lots are solely owned by the City of Jackson.

27. Every property owner in the downtown area is charged a minimum fee, even if they have their own parking lot and have adequate parking to meet the needs of the property and the business contained therein.

28. The annual fee charged to Plaintiff's property for 2007-2008 was \$1,730.14.

29. Fees charged to property owners range from the minimum \$125.00 fee, to a maximum of \$4,832.36, which is charged to Ostego Office Space & Apartments.

30. The total revenue raised during the last period by the City of Jackson according to the 2007-2008 Meterless Parking report was \$66,833.34.

31. The City of Jackson does not spend the total amount collected to maintain the public lots it owns and operates.

32. As a result, the City of Jackson has accumulated over \$330,000.00 in surplus funds.

33. Despite paying \$1,730.14 last year as a Meterless Parking fee, Plaintiff is not given rights to park in the public parking lots.

34. If Plaintiff, or its tenant, wish to park in the public parking lots, he must purchase monthly parking permits from the City of Jackson at a cost of \$35.00 per month, or \$420.00 annually (for each individual permit).

35. The Meterless Parking fee is mandatory and no property owner can opt out of the system.

36. The public which uses the parking lots are not charged any fee to park or maintain the lots.

37. It is only the surrounding property owners that are charged a fee, which allows the public to park for free.

38. The County of Jackson owns property next to the public parking lots.

39. The County of Jackson is supposed to pay a parking fee of \$1,789.80, but is considered "exempt" from paying the fee because it is a governmental entity.

40. Not charging the County of Jackson their parking fee, on its face, makes the Meterless Parking fee a tax and not an assessment.

41. The City of Jackson arbitrarily and capriciously bases the fee charged each property owner on the square footage of the building, not on actual use or burden on the overall parking system.

42. The extent to which a business or property owner burdens the parking system, or how much parking it causes the public to use, is not a factor for determining the fee charged.

43. Plaintiff's property is leased to a small coffee house, which is required to pay for 30 parking spots.

44. The property owner that houses the State of Michigan Secretary of State is required to pay for only 6 spots.

45. The property owner that houses the United States Post Office, which receives hundreds or thousands of customers per day, many more than the Plaintiff's property, is required to pay for only 30 spots.

46. Consumers Energy, a private corporation, is located in downtown Jackson. It is required to have at least 1,451 parking spaces but has no parking of its own. The City of Jackson built two parking structures and allows Consumers Energy to receive credit for these public spots, which allows Consumer's Energy to pay only \$125.00 as a Meterless Parking fee, despite being one of the largest employers in downtown Jackson and placing much more of a burden on the system than Plaintiff.

47. Not considering the burden that the particular property places on the parking system creates an unfair and disproportionate financial burden on certain property owners.

48. Many properties charged a fee have been vacant for years, but still pay thousands of dollars per year as a Meterless Parking fee.

49. The City of Jackson has 324 public parking spots in the Meterless Parking system.

50. Despite having at least 2,600 public parking spots, the City of Jackson assesses property owners for 324 spots, and claims that it is in need of an additional 1,177 public parking spots.

51. The reason for the large disparity is because the parking spots are calculated on square footage of the properties and not on the basis of actual use by the public.

52. Defendant did not have legal authority to impose the Meterless Parking fees prior to or at the time the Headlee Amendment was enacted.

53. The Meterless Parking System fees are assessed by the City Assessor's Office, as are taxes levied by the City, and as is commonly a characteristic of a tax.

54. If the Parking fees are not paid, the amount outstanding becomes a lien on the property, as is commonly a characteristic of a tax.

55. If the Parking fees are not paid, the City treats the unpaid amounts as an unpaid tax and can foreclose upon the particular property, as is commonly a characteristic of a tax.

56. The City of Jackson's Meterless Parking fees are a disguised tax and violate the State of Michigan's Constitutional Headlee provisions.

V. COUNT I- VIOLATION OF THE HEADLEE AMENDMENT

57. Plaintiff incorporates by reference each and every allegation set forth in the preceding paragraphs as though the same were fully set forth herein.

58. The Headlee Amendment was enacted in 1978, to put limits on state and local government spending and to ease the burden on taxpayers.

59. Section 31 of the Headlee Amendment specifically prohibits units of local governments from levying any tax not authorized by law or charter without the approval of a majority of the qualified electors of that unit of local government voting.

60. In 1999, the Michigan Supreme Court issued its decision in *Bolt v. City of Lansing*, 459 Mich 152; NW2d 264 (1999), setting forth the simple criteria to distinguish between a "user fee" and a "tax".

61. Defendant's imposition and collection of "parking fees" falls directly within the definition and criteria of a "tax" and not a "user fee", specifically, Defendant's collection of "parking fees" from downtown business owners: 1) does not serve a regulatory purpose, but instead a revenue generating purpose, and/or 2) is disproportionate to the costs of providing parking services to its residents, and/or 3) the parking "fees" are not voluntary.

62. As a tax, Defendant was required to obtain voter approval pursuant to the Michigan Constitution's Headlee Amendment, *Bolt v. City of Lansing*, and other current Michigan case law.

63. Defendant did not obtain voter approval, and thus the "parking fee" is an illegal tax unconstitutionally levied against certain downtown business owners.

64. Defendant's Meterless Parking system does not serve a regulatory purpose, but rather a revenue generating purpose, as evidenced by the excess money collected and how the revenue collected is spent for maintaining public parking lots.

65. Defendant's Meterless Parking system fees are disproportionate to the costs of providing parking services to its residents, because it unreasonably and arbitrarily assesses costs on different businesses in a manner that does not account for how the particular property burdens the overall system and therefore does not reflect the actual cost of providing parking services.

66. The Meterless Parking fees are also not proportionate to the costs of providing actual parking because Plaintiff already pays general property taxes and extra special assessments due to being in the Downtown Development Authority (DDA), and in essence is paying a double tax.

67. The parking fees are mandatory, and there is no element of volition or choice for the property owners to partake in or abstain from using the services.

68. Defendant has knowingly been collecting illegal taxes from its property owners through the use of “parking fees” assessed on Plaintiff and other property owners for many years.

69. Plaintiff has repeatedly given notice to Defendant that such taxation is illegal.

70. The Meterless Parking fees are a disguised tax not authorized by law or charter and violate the State of Michigan Constitution’s Headlee provisions.

PRAYER FOR RELIEF

71. WHEREFORE, Plaintiff respectfully requests that this Court enter judgment in favor of Plaintiff and all others similarly situated, as follows:

72. Finding that Defendant has violated the Michigan Constitution, specifically the Headlee Amendment, by declaring the parking “fee” to be a disguised tax that violates the 1963 State of Michigan Constitution, art. 9, § 31, having not been approved by a majority of the qualified electors of the City of Jackson prior to its implementation.

73. Order the refund of all amounts paid to date by Plaintiff and all property owners for the years 2006 and 2007.

74. Enjoin Defendant from continuing to collect the parking fee from downtown property owners.

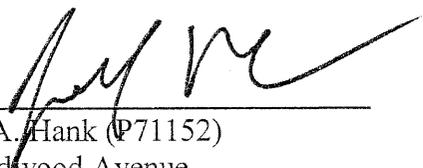
75. Award of attorney fees and costs, including interest, as allowed by statute and/or from a common fund created through this action.

76. Award such other and further relief as this court deems just and proper.

Respectfully submitted,

CONSUMER LAW CENTER, PLLC

Dated: July 31, 2008

By: 
Jeffrey A. Hank (P71152)
408 Wildwood Avenue
Jackson, MI 49201
Telephone: (517) 998-7400
Facsimile: (888) 490-7750
E-mail: jah@ConsumerPractice.com

CONSUMER LAW CENTER, PLLC

EXHIBITS

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B. City of Jackson Parking Fees assessed 2007-2008.....22-28

C. Method of calculating fee amount.....29

D. Letter to City from Plaintiff regarding Illegality of tax.30-34

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G. Notice from City to Taxpayer of Amount assessed and purpose.....44

CONSUMER LAW CENTER, PLLC



City Clerk

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4025 — Facsimile: (517) 788-4651

August 6, 2008

TO: William R. Ross, City Manager
FROM: Angela Arnold, Deputy City Clerk *Angela*
RE: APPLICATION FOR REZONING IMMANUEL LUTHERAN CHURCH

Attached please find an application from Immanuel Lutheran Church requesting a zoning change for property located at 1505 W. Michigan Avenue from R-1 and R-6 to C-1.

Please place the attached application on the City Council's August 12th agenda for referral to the City Planning Commission.

Thank you.

/aa
Attachment

Hand delivered to
Region II by Grant
Bauman on 7/29/08



Application for District Change (Rezoning)
Before the City Planning Commission
City of Jackson, Michigan

1. Application PC _____ Date Filed: _____
To be filled out by R2PC Staff To be filled out by R2PC Staff

2. Immanuel Lutheran Church
Name(s)
1505 W. Michigan Avenue
Street Address
Jackson, MI 49202 (577) 782-6081 Owners Occupants Buyers
City State Zip Phone Number Status of the Applicant* (Circle One)

of the property located at: 1505 W. Michigan Ave. 49202
Street Address Zip Code

property identification #: Shoemaker's Addn Lots 1, 2, 3, 4, 5, 6, 8, 9, 12
Block C

I (we) respectfully request a determination be made by the City Planning Commission on the following change of zoning as provided in §28-183 of the Zoning Ordinance:

3. Current zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2 PUDD
Circle One
Proposed zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

The proposed use is: to meet city requirements for
message board signage.

5. I certify that the information provided above is correct to the best of my belief and knowledge.

Rev. Erick Johnson, Pastor George H. Wilson, President
Name & Title Name & Title
Erick A. Johnson George H. Wilson
Signature Signature

6. City Clerk Use Only:
Date: 7/29/08 Fee: \$ 380.00 Receipt #: 1106982
CR

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Mayor + CC, Police, Fire, C.D., Eng., DPS

MEMORANDUM
City Clerk's Office

August 4, 2008

TO: Honorable Mayor and City Councilmembers

SUBJECT: Resolution Regarding the Request from the Jackson Basketball Club to be Recognized as a Nonprofit Organization

Following, for your consideration, is a resolution along with supporting documentation submitted by the Jackson Basketball Club. They are requesting recognition as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(9))

At a REGULAR meeting of the JACKSON CITY COUNCIL
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on AUGUST 12, 2008
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from THE JACKSON BASKETBALL CLUB of JACKSON,
NAME OF ORGANIZATION CITY

county of JACKSON, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R10/06)

7/5/2008

Jackson City Council

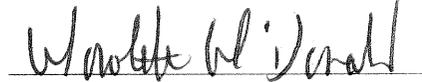
Attention Lynn Fessel City Clerk

Our purpose in writing to you is the cultivation of a nonprofit organization based in Jackson and the conferring of a local civic organization. Our club "Jackson Basketball Club" is a grassroots effort designed to encourage and develop a traveling basketball team to represent the Jackson area. By drawing upon the talent pool of the Jackson area we hope to compete on the highest levels in the state and nation. We will be able to supply the best and brightest local youth to represent our city.

However we are aware that not every potential candidate will possess the resources to afford participation in this program. To help offset these costs we are proposing a number of fundraising efforts including but not limited to car washing, pizza sales, raffles, and State sanctioned Millionaire Party Texas Hold Em events. We look to your support and consideration of our status as we move in this direction.

Sincerely,

Monoletoe McDonald- President

Handwritten signature of Monoletoe McDonald in cursive script, written over a horizontal line.

Michael Wallace-Vice President

Handwritten signature of Michael Wallace in cursive script, written over a horizontal line.

Jackson Basketball Club
Formed Summer 2008
By-Laws

811 W. MORRELL STREET, JACKSON

Preamble

Serve as a group to organize local youth basketball players from the greater Jackson area.

Create opportunities for the local youth to compete and represent the Jackson area at the highest levels of competition on the state and on the national level.

Encourage and develop leadership skills of local youth athletes.

Promote positive relationships between local athletes.

Assist in the implementation of a strong basketball program in the Jackson area.

Article I

This organization shall be known as the Jackson Basketball Club.

Article II

The club shall consist of a President, a Vice President, and a Secretary /Treasurer. These positions shall act as the Club Leadership.

A majority vote of the leadership shall be used to make club decisions.

The President shall preside over all Club meetings.

The Vice President shall act in the absence of the president.

The Secretary/Treasurer shall be responsible for the accounting of all club monies.

Article III

A regular meeting shall be held monthly.

Meetings of the leadership shall consist of the President, Vice President, and the Secretary/Treasurer.

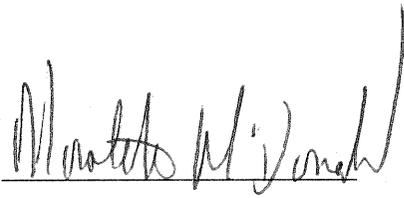
Article IV

Fund-Raising shall consist of but not be limited to team car washing, pizza sales, raffles, State sanctioned Millionaire Party Texas Hold Em events.

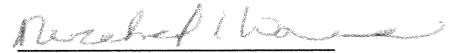
No Expenditures shall be made without the vote of the leadership.

Article V

In the event that the Jackson Basketball Club is to dissolve all monies shall be donated to the Jackson Community College Athletic Scholarship Fund.



Monoletoe McDonald
President



Michael Wallace
Vice President



DEPARTMENT OF PUBLIC WORKS

A Division of Public Services

521 Water Street

Jackson, Michigan 49203

517.788.4170 ♦ Fax 517.788.4639

August 5, 2008

Mr. William R. Ross
City Manager
City of Jackson

SUBJECT: ORDERING HAZARDOUS SIDEWALK RESTORATION

Dear Mr. Ross:

In continuation of the City-wide Sidewalk Program, which began in June of 1992 to remove hazardous sidewalk from the City of Jackson, a sidewalk inspection was conducted and a notice mailed to the property owners listed in the resolution June 19th, 2008. This notice allowed the property owner 45 days to arrange for sidewalk construction through the City, through his or her own efforts or by private contractor. Based on the original letter's date, this would have given the homeowners a date of August 4th, 2008 to comply. On August 5th, 2008 an inspection was performed by a Department of Public Works representative who found there was still deteriorated and hazardous sidewalk servicing those properties.

The City Ordinance Section 23-105 and 23-106 regarding sidewalk replacement provides that, upon order by City Council, property owners have 20 additional days to arrange for sidewalk repair. If property owners do not bring their sidewalks into compliance within the 20-day period, the repair work will be accomplished by the City, and the work invoiced to the property owner. Weather permitting, this would be accomplished as soon as practical.

A resolution ordering sidewalk replacement at the locations identified is attached. I hereby request City Council adopt this resolution as necessary for compliance and implementation of the City Sidewalk Restoration Program.

Respectfully submitted,

Glenn M. Chinavare
Director of Public Services

GC:skp

pc: Greg Lucas, General Foreman
Lynn Fessel, City Clerk

RESOLUTION

BY CITY COUNCIL:

WHEREAS, the City Council on June 20 of 1992 adopted a program for restoration of hazardous sidewalks in the City of Jackson; and

WHEREAS, that program in part provides that where property owners fail to repair sidewalks within 45 days of the receipt of notice of hazardous sidewalk, that the City Council will order that sidewalk replacement; and

WHEREAS, notice of hazardous sidewalk conditions have been sent to certain property owners and those property owners have failed to restore sidewalks within the 45-day allotted time;

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby order sidewalk replacement as described in the individual notices provided for properties at the following address:

Stencil Number	Address
1116 Hamilton	8-237000000
1123 Hamilton	8-250500000
742 N State	8-177800000
1110 Hamilton	8-237600000
108 W Monroe	8-257500000
112 W Monroe	8-257600000
1302 Cooper	8-257400000
603 Colfax	3-322900000
VL-SE Corner Fourth & Colfax	3-323100000
1227 N Waterloo	8-184400000
408 W North	1-050200000
1132 Howard	8-209300000
118 W Monroe	8-257700000
1210 Lansing	2-209900000
416 Adams	1-066300000

* * * * *

State of Michigan)
County of Jackson)ss
City of Jackson)

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 12th day of August 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of August 2008.

City Clerk



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

August 6, 2008

TO: William R. Ross, City Manager
FROM: Carol L. Konieczki, Community Development Director
RE: Resolution to Amend the 2007/2008 Community Development Block Grant (CDBG) Budget

The John George Home recently experienced emergency sewer repairs and has requested assistance from the Community Development Department. A break in the sewer line in the basement caused a portion of the concrete floor to cave in. John George Home had Kurpinski's Sanitation scope the sewer line with a camera, which revealed the entire bottom of the old, original sewer line was gone and sewage was potentially seeping into the ground. An inspection by Community Development staff revealed sewer rats had also been tunneling under the flooring for some time due to old lines that had been left open, which added to the cause for the floor to cave in.

Work to repair the hazard has been completed. The John George Home was able to secure the following donations:

Concrete Cut would have cost \$429.50 but the entire amount was donated at no cost.
John George Home Maintenance Supervisor – 45 hours labor donated
Local Sheriffs Recovery Court Program – 4 people donated 45 hours labor
John George Home Volunteers – 2 people donated 45 hours labor

The donated labor consisted of concrete removal, excavation and cleanup. The plumbing contractor charged \$6,045 (was estimated at \$12,133) and concrete fill cost \$2,370.78 (estimated at \$2,634.20). The total amount of CDBG funding the John George Home is requesting for this emergency repair is \$8,415.78.

It should be noted that the plumbing contractor, Grindall & White, failed to apply for and receive a permit for the work to be performed. It wasn't until the job was completed and the work was covered that this omission was discovered. The plumbing permit would have cost \$73; Grindall & White has requested Council consider waiving the permit fee after the fact as they gave a significant reduction of cost to the project. Also, when Community Development inspectors learn a contractor has begun and/or completed work without the benefit of a permit, normal course of action is to issue a Violation and Notice of Hearing to the Administrative Hearings Bureau (AHB). In light of the fact there was a misunderstanding by the contractor that City-owned properties did not require a permit and this was an emergency-type situation, it is requested that Council also waive the necessity of any AHB action but instead order a letter of warning be issued to the contractor that this is a one-time waiver only and any future non-compliance with permitting laws will result in issuance of a Violation and Notice of Hearing to the AHB.

Community Development staff recommends reallocating \$8,416 from CDBG Homeowner Rehabilitation to the John George Home, waive the permit fees after the fact, waive the issuance of a Violation and

Notice of Hearing to the AHB, and a letter of warning as outlined above sent to the plumbing contractor, Grindall and White.

Attached is a resolution to amend the fiscal year 2007/2008 (Year 33) CDBG budget to reallocate \$8,416 from CDBG Homeowner Rehabilitation funds to the John George Home for this emergency sewer repair.

Please place this item on the August 12, 2008 City Council agenda for consideration.

cc: Heather L. Soat, Financial Analyst
Michelle L. Pultz, CD Project Coordinator

City of Jackson, Michigan
 Resolution to Amend the 2007/2008 (Year 33)
 Community Development Block Grant Budget

Whereas, the U.S. Department of Housing and Urban Development approved the Community Development Block Grant (CDBG) programs for fiscal year 2007/2008 (Year 33); and

Whereas, the City Council previously allocated funds for various CDBG eligible services; and

Whereas, the City Council desires to reallocate funds for use for emergency repairs at the John George Home; and

NOW, THEREFORE, **BE IT RESOLVED**, that the City Council of the City of Jackson hereby amends the subject budget as follows:

Entitlement Year 33 (2007/2008)		<u>Current Budget</u>	<u>New Budget</u>	<u>Change</u>
<u>Expense Account #</u>	<u>Account Description</u>			
286.723.033.815.000	Rehabilitation Assistance	\$ 317,451	\$ 309,035	\$ (8,416)
286.723.033.816.001	John George Home	50,000	58,416	8,416

* * * * *

State of Michigan }
 County of Jackson } ss
 City of Jackson }

I, Lynn Fessel, City Clerk in and for the City of Jackson, County and State aforesaid, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Jackson City Council on the 12th day of August 2008.

IN WITNESS WHEREOF, I have hereto affixed my signature and the Seal of the City of Jackson, Michigan, on this 13th day of August 2008.

 Lynn Fessel

 City Clerk



John George Home, Inc.

1501 E. Ganson Street • Jackson, Michigan 49202
Phone (517) 783-4134 • FAX (517) 783-0872

Administration

Carrie Good
Administrator
Gwen Hamel
Business Manager
Angela Leupp
Office Manager
Linda Cole
Resident Care Manager

Board of Directors

Kevin "Kip" Cunningham
President
Rep. Martin J. Griffin
Vice President
Michael McGowan
Secretary
Robert M. Smith, CPA
Treasurer
John A. Campau
Immediate Past President
Charles H. Aymond
Robert M. Craft
Cheri Lyn Deary, RN
Alessandro DiNello
Jennifer Edgar
Ed Idziak
Lt. Aaron Kantor
Ann Partridge
Father Bernard Reilly
Sheila Wood

Emeritus

Marguerite Daly
Thomas North

July 22, 2008

City of Jackson
Michelle Pultz
161 W. Michigan Ave
Jackson, MI 49201

Dear Michelle,

The John George Home recently discovered a sewer break in the basement pipes. It became an immediate problem primarily due to a break in the basement floor. A three foot void was found and the floor was no longer stable. After receiving a camera researched sewer assessment, we were informed that the entire bottom half of the sewer lines were missing. We acted immediately on this danger but were very uncertain how we would afford such a repair. We were fortunate to have in-kind donations for much of the labor as well as some of the materials.

I am requesting that the City of Jackson consider a request in the amount of \$8,415.78 to assist the Home with this expense. I would also request that you consider waiving the permit fee for the project in order to assist us with the total expense. I have attached a breakdown of the project as well as the bids for service and current bills.

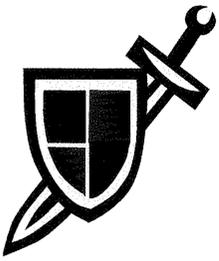
Please let me know if you require additional information on this project. We appreciate the support that the City of Jackson has provided to the gentlemen of the John George Home.

Please don't hesitate to contact me with any questions.

Sincerely,

Carrie A. Good, MA
Administrator

RECEIVED
JUL 28 2008
RECEIVED
JUL 28 2008



John George Home, Inc.

1501 E. Ganson Street • Jackson, Michigan 49202
Phone (517) 783-4134 • FAX (517) 783-0872

Administration

Carrie Good
Administrator
Gwen Hamel
Business Manager
Angela Leupp
Office Manager
Linda Cole
Resident Care Manager

Project Breakdown:

<i>Cost of the Project:</i>	<i>Estimated</i>	<i>Actual</i>
Plumbing	\$12,133.00	\$6,045.00
Concrete Fill	\$2,634.20	\$2,370.78
Concrete Cut	\$429.50	\$0 (donation)
Total:	\$15,196.70	\$8,415.78

Board of Directors

Kevin "Kip" Cunningham
President

In-kind Donations:

Rep. Martin J. Griffin
Vice President
Michael McGowan
Secretary
Robert M. Smith, CPA
Treasurer
John A. Campau
Immediate Past President

Labor for concrete removal, excavation and cleanup:

Charles H. Aymond
Robert M. Craft
Cheri Lyn Deary, RN
Alessandro DiNello
Jennifer Edgar
Ed Idziak
Lt. Aaron Kantor
Ann Partridge
Father Bernard Reilly
Sheila Wood

JGH Maintenance Supervisor	45 hours/1 staff
Local Sheriffs Recovery Court Program	45 hours/4 people
JGH Volunteers	45 hours/2 people

Emeritus

Marguerite Daly
Thomas North



1750 S. COOPER ST. JACKSON, MICHIGAN 49203

Phone: (517)782.2200 ~ Fax: (517)990.6884

www.dysertconcrete.com

Invoice

Date	Invoice #
07/16/2008	1713

Bill To
John George Home 1501 E Ganson Jackson, MI 49202

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
35.57	Concrete Pump	500.00	500.00
	Manhours	60.00	2,134.20
	10% Discount	-263.42	-263.42

We cannot guarantee concrete will not crack or tar will not leak. Not responsible for damage due to backfill, frost & poor soil conditions. It is not our responsibility to verify foundation design, dam proofing/ waterproofing/ drainage package & soil conditions are adequate and to code. It is your responsibility to take precautions against damage from backfill and frost.

Total

\$2,370.78



We accept Visa and Mastercard

Grindall & White, Inc.
400 Francis St.
P.O. Box 1324
Jackson, MI 49204
(517) 784-7124

Invoice: 24859

Sold
to

John George Home
1501 E. Ganson St.
Jackson, MI 49202

Job Number :
Customer Number : JOHN G

<u>Account</u>	<u>P.O. Num</u>		<u>Terms</u>	<u>Invoice</u>	<u>Page</u>
JOHN G	2410		Net 30	7/28/08	1

Replace sanitary sewer under basement floor, at cost.

**** 1.5% per mo. interest over 30 Days ****

Total \$6,045.00

Page No. of Pages.

GRINDALL & WHITE, INC.

400 Francis Street
P.O. Box 1324
Jackson, Michigan 49204

PROPOSAL

(517) 784-7124 Fax (517) 784-2239

Page 1 of 1

TO John George Home

1501 E. Ganson St.

Jackson, MI 49202

PHONE

(517)783-4134

DATE

06/18/08

JOB NAME / LOCATION

John George Home
1501 E. Ganson St.

JOB NUMBER

4300

JOB PHONE

(517)783-4134

ATTN: Dan Ellenwood

We hereby submit specifications and estimates for:

Quote to provide labor and material to cut concrete, excavate, and replace deteriorated cast iron sanitary piping under the floor in the north end of the basement. All new piping to be PVC. All branches to be tied in from existing sanitary. Concrete to be patched when completed. All work to be done during regular hours as much as possible. Some tie-ins may need to be done at night.

WE BID \$12,133.00

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

Twelve Thousand One Hundred Thirty Three and 00/100

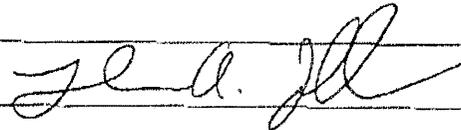
dollars (\$ 12,133.00)

Payment to be made as follows:

30 days after invoice

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within

30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

William North Company Inc.

QUOTE

311 N. Wisner St.
 (517)789-7529
 FAX:(517)-789-5444
 Jackson, MI 49202-4224

DATE	ESTIMATE...
6/16/2008	200807

NAME / ADDRESS
John George Home Inc. 1505 E. Ganson Street Jackson, Mi 49201

Ship To
John George Home Inc. 1501 E. Ganson St. Jackson, Mi 49201

TERMS	P.O. NO.	Job Number
Payment Due Upon Completion		

QTY	ITEM	DESCRIPTION	TOTAL
		Estimate for the excavating of the sewer lines within the building, and replacing the 6" & 4" piping.	
		Saw cutting the concrete flooring and dirt removal.	2,000.00
1	Subcontractor		
4	PVC6WY	6" Wye, PVC	233.84T
3	PVC6X4WY	6" x 4" WYE, PVC	134.75T
8	PVC4WY	4" Wye Fitting, PVC	140.74T
8	PVC490	4" 90, PVC	81.58T
5	PVC4CLOUT:W/PI.	4" PVC Clean out tee with plug	120.11T
100	PVC6PI	6" Pipe per foot, PVC	1,016.00T
100	PVC4PI	4" Pipe per foot, PVC	490.00T
4	FERNCO6	6" Coupling, Fernco	66.32T
4	FERNCO6X4	6" x 4" Coupling, Fernco	77.92T
4	FERNCO4X3	4" x 3" Fernco	33.44T
2	PVC CEMENT	PVC CEMENT QUART	31.56T
2	PVC PRIMER	PVC PRIMER CLEAR/PURPLE	32.76T
48	PM	Plumbing-Mechanic Labor	4,080.00
48	PM2	Plumbing-Mechanic#2-Labor	3,120.00
3	Zone 1	Zone 1, Truck Charge	22.50
1	Permit	City of Jackson Plumbing Permit	100.00

With your approval, we will proceed.

Subtotal	\$11,781.52
Sales Tax (0.0%)	\$0.00
TOTAL	\$11,781.52

Phone #

Fax #

517-789-7529

571-789-5444

SIGNATURE

**K & H Concrete Cutting
of Lansing, Inc.**

3503 West St. Joseph
Lansing, Michigan 48917
(517) 482-7600

INVOICE DATE: 06/28/08 INVOICE NUMBER: 124395

CUSTOMER NO: 102590

CUNNINGHAM CONSTRUCTION CO.
2015 GOODRICH ST
JACKSON, MI 49203

6/19/2008
HOMELESS SHELTER
1501 E. GANSON
JACKSON

Quantity	Description	Price	Amount
1	1.50 FT		289.50
35	5.0' Electric slab sawing.	3.00 FT	105.00
	SLAB SAWING IN BASEMENT INCLUDES CLEANUP		
		429.50-	429.50-
1	Mileage charge to JACKSON		53.00

INVOICE TOTAL:

THANK YOU FOR YOUR BUSINESS

TERMS: NET 30. 5% LATE CHARGE PER ANNUAL RATE OF 15% WILL BE ADDED TO ALL DELINQUENT

No payment due.

Donation

Debbie

*ATTN: Carle
517-783-0872*

JEFFREY WHITE, PRESIDENT

**GRINDALL & WHITE, INC.**

400 FRANCIS ST. • JACKSON, MICHIGAN 49201 • PHONE (517) 784-7124 • FAX 784-2239

August 6, 2008

City of Jackson
161 W. Michigan Avenue
Jackson, MI 49201

Attn: Carol Konieczki
Community Development Director

Re: John George Home

Dear Ms. Konieczki:

We were recently contacted by a John George Board member on an emergency basis to replace a large percentage of the underground sanitary piping in the building which had deteriorated to the point of floors collapsing. We responded quickly and, along with some volunteer help, we were able to replace all the piping within a few days. We donated some of the material, and the rest of the labor and material was invoiced at our cost. Due to the urgency of the job, it did not enter my mind to take out a permit for direct replacement of the pipe.

I take full responsibility for this omission and am asking for relief from permit fees or penalties.

Respectfully,

Thomas A. Zeller
Vice President/Superintendent

TAZ/hs

MEMORANDUM
City Clerk's Office

August 4, 2008

TO: Honorable Mayor and City Councilmembers

SUBJECT: Final Adoption of Ordinance No. 2008.11

Following is Ordinance No. 2008.11, which is being placed on this agenda for final adoption. Council approved this ordinance prohibiting noxious weeds, grass or other rank vegetation from growing more than 8 inches tall on July 15.

ORDINANCE NO. 2008-___

An Ordinance amending Section 26-66 (a)(1) of Chapter 26 of the Code of Ordinances, City of Jackson Michigan to prohibit noxious weeds, grass, or other rank vegetation from growing more than 8 inches tall.

THE PEOPLE OF THE CITY OF JACKSON ORDAIN:

Section 1. That Section 26-66 (a) (1) of Chapter 26 of the Code of the City of Jackson be, and the same hereby is, amended to read as follows:

Sec. 26-66. Cutting and removing grass, noxious weeds, rank vegetation, and fallen trees.

(a) It is unlawful to permit, allow, or otherwise cause any of the following activities upon property so owned or occupied:

- (1) Growth of any noxious weed, grass, or other rank vegetation of a height greater than ~~twelve (12)~~ eight (8) inches on average.

Section 2. This Ordinance takes effect 30 days after its adoption.



Water Department

515 Water Street - Jackson, MI 49203
Telephone: (517) 788-4090 — Facsimile: (517) 788-4691

July 17, 2008

TO: William R. Ross, City Manager
Glenn M. Chinavare

FROM: Glenn M. Chinavare, Director of Public Services

RE: Request to Purchase – New Vehicle

The Water Department requests approval to purchase a 2009 International 4300 SBA 4x2 Cab and Chassis truck from the Michigan State Purchasing Program-Proposal #7084-01. Tri County International, 3001 E. High Street, Jackson, Michigan provided the quote for this truck for a total price of \$56,824.00.

This vehicle will replace Truck #127, a 1998 Chevy Step Van. The truck is mechanically deteriorated to the point, it is not economically feasible to repair and will be put up for auction in the fall. This vehicle is a replacement and will be configured as a vehicle to provide emergency service as the previous van. After the chassis and cab has been purchased, the remaining components required to build this vehicle up to be a serviceable vehicle will be bid out separate and in accordance to purchasing policies. It will then be brought back to council as appropriate.

The funds for this vehicle purchase have been budgeted and are available in the fiscal year 2008/2009 from the Water Department funds. In conjunction with the Purchasing Agent, I request City Council's approval to purchase on state contract the 2009 International Truck from Tri-County International, 3001 E. High Street, Jackson, Michigan for the bid price of \$56,824.00

Cc: Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager

INTERNATIONAL®

July 08, 2008

2009 VEHICLE.

MICH. STATE PURCHASING PROGRAM
TRI COUNTY INTERNATIONAL

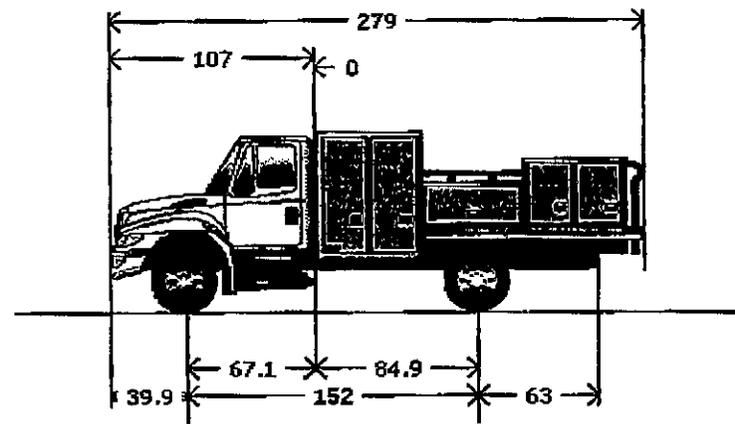
Prepared For:
CITY OF JACKSON
Chuck Duntap
515 Water St
Jackson, MI 49203-1996
(517)788 - 4090
Reference ID: N/A

Award To

3001 E. High St.
JACKSON, MI 49203

Presented By:
INT'L TRK & ENGINE CORP
Tom Drobot
773 Windmillar Suite C
Pickerington OH 43147 -
(614)367-7637

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



Cab & Chassis only

Model Profile
2009 4300 SBA 4X2 (MA025)

APPLICATION:	Service Body
MISSION:	Requested GVWR: 21500. Calc. GVWR: 21500 Calc. Start / Grade Ability: 0% / 0% @ 0 MPH Calc. Geared Speed: N/A
FUEL ECONOMY:	N/A
DIMENSION:	Wheelbase: 152.00, CA: 84.90, Axle to Frame: 63.00
ENGINE, DIESEL:	{International MaxxForce DT} 225 HP, 620 lb-ft Torque @ 1400 RPM, 2600 RPM Governed Speed, # 2 Bell Housing
TRANSMISSION, AUTOMATIC:	{Allison 2100_RDS_P} 4th Generation Controls; Close Ratio, 5-Speed, With Overdrive; With PTO Provision, Less Retarder, With 26,000-lb GVW & GCW Max., on/off hwy
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Dana Spicer D600-F} I-Beam Type, 8,000-lb Capacity
AXLE, REAR, SINGLE:	{Dana Spicer S16-130} Single Reduction, 15,500-lb Capacity With 190 Wheel Ends Gear Ratio: 5.57
CAB:	Conventional
TIRE, FRONT:	(2) 235/80R22.5 XZE (MICHELIN) 55S rev/mile, load range G, 14 ply
TIRE, REAR:	(4) 235/80R22.5 XZE (MICHELIN) 55S rev/mile, load range G, 14 ply
SUSPENSION, RR, SPRING, SINGLE:	Vari-Rate; 13,500-lb Capacity, With 4500 lb Auxiliary Rubber Spring
PAINT:	Cab schematic 100GA Location 1: 9219, Winter White (Std) Chassis schematic N/A

Proposal's vehicle specification is incomplete.
WARNING: Do Not Distribute.

Proposal: 7084-01

INTERNATIONAL*

Electronic Parameters Summary
2009 4300 SBA 4X2 (MA025)

July 08, 2008

ENGINE, DIESEL (0012NUC)
ATTACHMENTS: NONE

<u>Parameter</u>	<u>Value</u>	<u>UOM</u>
PASSWORD-1	0000	N/A
MAX-VEHICLE-SPEED	71	MPH
MIN-CRUS-CNTRL-SPD	35	MPH
MAX-CRUS-CNTRL-SPD	71	MPH
VEHICLE-RETARDER	OFF	N/A
PTO-MAX-ENGINE-SPEED	2300	RPM
PTO-PRESET-SPD-1	1000	RPM
PTO-PRESET-SPD-2	1500	RPM
PTO-RPM-RAMP-RATE	100	RPM/SEC
PTO-MAX-VEHICLE-SPEED	10	MPH
PTO-REMOTE-PEDAL	NO	N/A
PTO-REM-PEDAL-RTZ	RTZ-NOT	N/A
PTO-DISABLE-CAB-INTERFACE	NO	N/A
DRIVELINE-MODE	NEUTRLOP	N/A
IDLE-SHUTDN-MODE	OFF	N/A
IDLE-SHUTDN-TIME	5	MIN
SERVICE-INTERVAL-ENABLE	OFF	N/A

These Electronic Parameters have been successfully finalized

<u>Code</u>	<u>Description</u>	<u>List</u> (USA DOLLAR)
MA02500	Base Chassis, Model 4300 SBA 4X2 with 152.00 Wheelbase, 84.90 CA, and 63.00 Axle to Frame.	\$52,179.00
1CAB	FRAME RAILS High Strength Low Alloy Steel (80,000 PSI Yield); 9.125" x 3.062" x 0.312" (231.8mm x 77.8mm x 8.0mm); 394.3" (1014mm) Maximum OAL	\$185.00
1LLD	BUMPER, FRONT Full Width, Aerodynamic, Steel; 0.142" Material Thickness	\$0.00
	<u>Includes</u> : BUMPER, FRONT Powder Coated Gray (Argent) Color	
1WEH	WHEELBASE RANGE 134" (340cm) Through and Including 197" (500cm)	\$0.00
2AEM	AXLE, FRONT NON-DRIVING {Dana Spicer DB00-F} I-Beam Type, 8,000-lb Capacity	\$0.00
3ADA	SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf, 8,000-lb Capacity; With Shock Absorbers	\$0.00
	<u>Includes</u> : SPRING PINS Rubber Bushings, Maintenance-Free	
4085	BRAKE SYSTEM, HYDRAULIC Split System, Full Power, With Automatic Adjustment And With Four Channel ABS	\$0.00
4GAR	BRAKE, PARKING {Bosch} DSSA Type, 12" x 3"	\$0.00
	<u>Includes</u> : BRAKE LEVER, PARKING Located Right of Driver : BRAKE WARNING INDICATOR Light for Engaged Parking Brake	
4JNP	BRAKES, FRONT, HYDRAULIC DISC Quadraulic; four 70mm Diameter Pistons	\$52.00
4NNL	BRAKES, REAR, HYDRAULIC DISC Quadraulic; four 70mm Diameter Pistons	\$98.00
5AAA	STEERING COLUMN Stationary	\$0.00
5CAL	STEERING WHEEL 2-Spoke, 18" Diam., Black	\$0.00
5PRG	STEERING GEAR {TRW (Ross) TAS-40} Power	\$0.00
7BDB	EXHAUST SYSTEM Single Horizontal, Aftertreatment Device, Frame Mounted Right Side, Under Cab, Includes Horizontal Tail Pipe, Provides Clean CA Above Rail	\$0.00
	<u>Includes</u> : PLEASE NOTE: The Horizontal Tailpipe Includes a Temperature Control Device	
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment	\$0.00
	<u>Includes</u> : BATTERY BOX Steel; Mounted Left Side, Under Cab : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : FUSES, ELECTRICAL SAE Blade-Type : HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : HORN, ELECTRIC Single : JUMP START STUD Located on Positive Terminal of Outermost Battery : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : RUNNING LIGHT (2) Daytime, Included With Headlights : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature : TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted	

<u>Code</u>	<u>Description</u>	<u>List (USA DOLLAR)</u>
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered	
8518	CIGAR LIGHTER Includes Ash Cup	\$16.00
8540	HORN, ELECTRIC (2)	\$18.00
8718	POWER SOURCE Cigar Type Receptacle without Plug and Cord	\$27.00
8GGC	ALTERNATOR {Leeco-Neville 4840AAH} SPECIAL; Brush Type, Pad Mounted, for Use Only With 3000 Watt, 120 Volt A/C Power Inverter, (Inverter Supplies 12 Volt DC to Vehicle)	\$0.00
8HAB	BODY BUILDER WIRING Back of Standard Cab at Left Frame or Under Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/ Accessory Power/Ground and Sealed Connector for Stop/Turn	\$58.00
8HAG	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Separate Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake accommodation package With Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket	\$229.00
8MEP	BATTERY SYSTEM {International} Maintenance-Free (2) 12-Volt 1300CCA Total.	\$0.00
8RJV	RADIO {International} AM/FM Stereo With Weatherband, Clock, Auxiliary Input, Includes Multiple Dual Cone Speakers	\$318.00
	<u>Includes</u> : SPEAKERS IN CAB (2) Dual-Cone with Deluxe Interior : SPEAKERS IN CAB (4) Coaxial with Premium Interior	
8THB	BACK-UP ALARM Electric, 102 dBA	\$112.00
8TNK	ALTERNATOR PULLEY 2.4" Diameter for Increased Alternator Output at Idle; for Non Fire Truck Application With International Engines	\$15.00
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	\$0.00
8WPB	HEADLIGHTS Halogen; Composite Aero Design for Two Light System; Includes Daytime Running Lights	\$0.00
8WPP	ENGINE SHUTDOWN Automatic; With 30 Second Delay, With International Engines	\$138.00
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	\$0.00
8WRB	HEADLIGHTS ON WWIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on	\$0.00
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt; less Thermal Over-Crank Protection	\$0.00
8WWJ	INDICATOR, LOW COOLANT LEVEL With Audible Alarm	\$0.00
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III With Trip Indicators, Replaces All Fuses Except For 5-Amp Fuses	\$83.00
9HAD	GRILLE Chrome	\$0.00
9HAN	INSULATION, UNDER HOOD for Sound Abatement	\$156.00
9HBN	INSULATION, SPLASH PANELS for Sound Abatement	\$71.00

INTERNATIONAL*

**Vehicle Specifications
2009 4300 SBA 4X2 (MA025)**

July 08, 2008

<u>Code</u>	<u>Description</u>	<u>List (USA DOLLAR)</u>
9WAY	FRONT END Tilting, Fiberglass, With Three Piece Construction	\$0.00
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100	\$0.00
	<u>Includes</u> : PAINT SCHEMATIC ID LETTERS "GA"	
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	\$0.00
10NCG	FRAME, SPECIAL RATING Limited to 25,999-lb GVWR	\$0.00
11001	CLUTCH Omit Item (Clutch & Control)	\$0.00
12959	BLOCK HEATER, ENGINE (Phillips) 120 Volt/1250 Watt	\$76.00
	<u>Includes</u> : BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door	
12NUC	ENGINE, DIESEL (International MaxxForce DT) 225 HP, 620 lb-ft Torque @ 1400 RPM, 2600 RPM Governed Speed, # 2 Bell Housing	\$1,018.00
	<u>Includes</u> : AIR COMPRESSOR AIR SUPPLY LINE Naturally-Aspirated : COLD STARTING EQUIPMENT Intake Manifold Electric Grid Heater with Engine ECM Control : CRUISE CONTROL Electronic; Controls Integral to Steering Wheel : ENGINE OIL DRAIN PLUG Magnetic : ENGINE SHUTDOWN Electric, Key Operated : FUEL FILTER Included with Fuel/Water Separator : FUEL/WATER SEPARATOR Fuel/Water Separator and Fuel Filter in a Single Assembly; With Water-in-Fuel Sensor; Engine Mounted : GOVERNOR Electronic : OIL FILTER, ENGINE Spin-On Type : WET TYPE CYLINDER SLEEVES	
12TSY	FAN DRIVE (Borg-Warner SA85) Viscous Screw On Type	\$0.00
	<u>Includes</u> : FAN Nylon : FAN Optimized Position	
12UXV	FEDERAL EMISSIONS for 2004; for International VT365, DT466 and DT570 Engines	\$0.00
12UYE	RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 717 SqIn Louvered, With 313 SqIn Charge Air Cooler, With In-Tank Transmission Cooler	\$0.00
	<u>Includes</u> : ANTI-FREEZE Red Shell Rotella Extended Life Coolant -40F (-40C) : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Mubea Constant Tension Clamps : RADIATOR HOSES Premium, Rubber	
12VBC	AIR CLEANER Single Element	\$0.00
	<u>Includes</u> : GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted	
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel	\$0.00
12VYP	ENGINE CONTROL, REMOTE MOUNTED - No Provision Furnished for Remote Mounted Engine Control	\$0.00
12VYX	FEDERAL EMISSIONS 2007 for International MaxxForce DT Engines (DT466)	\$5,000.00

INTERNATIONAL***Vehicle Specifications
2009 4300 SBA 4X2 (MA025)**

July 08, 2008

<u>Code</u>	<u>Description</u>	<u>List</u> (USA DOLLAR)
12WYS	EXPANDED ENGINE TEMP EFFECTS to Allow Higher Engine Operating Temperature Range; Includes Nylon Surge Tank and 15 psi Pressure Cap	\$0.00
12WZE	EMISSION COMPLIANCE Federal, Does Not Comply With California Clean Air Regulations	\$0.00
13AHP	TRANSMISSION, AUTOMATIC {Allison 2100_RDS_P} 4th Generation Controls; Close Ratio, 5-Speed, With Overdrive; With PTO Provision, Less Retarder, With 26,000-lb GVW & GCW Max., on/off hwy	\$3,424.00
	<u>Includes</u> : OIL FILTER, TRANSMISSION Mounted on Transmission : TRANSMISSION OIL PAN Magnet in Oil Pan	
13WCP	TRANSMISSION SHIFT CONTROL Column Mounted; for Allison 1000 and 2000 Series Transmission	\$47.00
13WLE	TRANSMISSION OIL {Castrol TranSynd} Synthetic; 20 thru 28 Pints	\$142.00
14AJE	AXLE, REAR, SINGLE {Dana Spicer S16-130} Single Reduction, 15,500-lb Capacity With 190 Wheel Ends . Gear Ratio: 5.57	\$0.00
	<u>Includes</u> : REAR AXLE DRAIN PLUG (1) Magnetic, For Single Rear Axle	
14VAB	SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 13,500-lb Capacity, With 4500 lb Auxiliary Rubber Spring	\$0.00
14WAP	SHOCK ABSORBERS, REAR (2)	\$87.00
15SCE	FUEL TANK Top Draw; D Style, Steel, 50 U.S. Gal., 189 L Capacity, With Quick Connect Outlet, 16" Tank Depth, Mounted Left Side Under Cab	\$0.00
16030	CAB Conventional	\$0.00
	<u>Includes</u> : ARM REST (2) Molded Plastic, One Each Door : CLEARANCE/MARKER LIGHTS (5) Flush Mounted : COAT HOOK, CAB Located on Rear Wall, Centered Above Rear Window : CUP HOLDERS Two Cup Holders, Located in Lower Center of Instrument Panel : DOME LIGHT, CAB Rectangular, Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Console, Center Mounted : GLASS, ALL WINDOWS Tinted : GRAB HANDLE, CAB INTERIOR (1) "A" Pillar Mounted, Passenger Side : GRAB HANDLE, CAB INTERIOR (2) "B" Pillar Mounted, One Each Side : INTERIOR SHEET METAL Upper Door (Above Window Ledge) Painted Exterior Color : STEP (4) Two Steps Per Door	
16HBA	GAUGE CLUSTER English With English Electronic Speedometer	\$0.00
	<u>Includes</u> : GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter : ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout : WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)	
16HGH	GAUGE, OIL TEMP, ALLISON TRAN	\$45.00
16HKA	IP CLUSTER DISPLAY Omit Display of Fault Codes in Instrument Cluster and Disable Blink Codes, Requires Service Tool to Retrieve and View Fault Code	\$0.00
16JDY	SEAT, DRIVER {Gra-Mag} Non-Suspension, High Back With Integral Headrest, Vinyl, With Fixed Back	(\$70.00)

Proposal's vehicle specification is incomplete.
WARNING: Do Not Distribute.

INTERNATIONAL*

**Vehicle Specifications
2009 4300 SBA 4X2 (MA025)**

July 08, 2008

<u>Code</u>	<u>Description</u>	<u>List (USA DOLLAR)</u>
	<u>Includes</u> : SEAT BELT 3-Point, Lap and Shoulder Belt Type	
16JPS	SEAT, TWO-MAN PASSENGER {Gra-Mag} Vinyl, With Under Seat Storage Compartment	\$513.00
	<u>Includes</u> : SEAT BELT (2) One 3-Point Shoulder Belt and One 2-Point Lap Belt (Center Position)	
16SDJ	MIRRORS (2) {Lang Makra} Rectangular, 7.44" x 14.64", Brackets Breakaway Type, With 102" Wide Spacing, With 7.44" sq. Convex Both Sides, With Black Heads, Brackets & Arms	\$20.00
16WJS	INSTRUMENT PANEL Center Section, Flat Panel	\$0.00
16WKB	AIR CONDITIONER {International Blend-Air} With Integral Heater & Defroster	\$775.00
	<u>Includes</u> : HEATER HOSES Premium : REFRIGERANT Hydrofluorocarbon HFC-134A	
16WRX	CAB INTERIOR TRIM Deluxe	\$0.00
	<u>Includes</u> : "A" PILLAR COVER Molded Plastic : CAB INTERIOR TRIM PANELS Cloth Covered Molded Plastic, Full Height; All Exposed Interior Sheet Metal is Covered Except for the Following: with a Two-Man Passenger Seat the Back Panel is Only Partially Covered and with a Full Bench Seat the : DOOR TRIM PANELS Molded Plastic; Driver and Passenger Doors : FLOOR COVERING Rubber, Black : HEADLINER Soft Padded Cloth : INSTRUMENT PANEL TRIM Molded Plastic with Black Center Section : STORAGE POCKET, DOOR (1) Molded Plastic, Full-Length; Driver Door : SUN VISOR (2) Padded Vinyl with Driver Side Toll Ticket Strap, Integral to Console	
16ZZA	ACCESS, CAB Driver and Passenger Sides, With Two Steps Each Side for Use With LSM Under Cab Fuel Tank and Right Side Frame Mounted Clean CA Exhaust, for Conventional Cab	\$748.00
27DNB	WHEELS, FRONT DISC; 22.5" Painted Steel, 4 Hand Hole, 8-Stud (275 MM BC) Hub Piloted, Flanged Nut, Metric Mount 6.75 DC Rims With Steel Hubs	\$0.00
	<u>Includes</u> : PAINT IDENTITY, FRONT WHEELS White : WHEEL SEALS, FRONT Grease Lubricated, Includes Wheel Bearings	
28DNB	WHEELS, REAR DUAL DISC; 22.5" Painted Steel, 4 Hand Hole, 8-Stud (275 MM BC) Hub Piloted, Flanged Nut, Metric Mount 6.75 DC Rims With Steel Hubs	\$0.00
	<u>Includes</u> : PAINT IDENTITY, REAR WHEELS White : WHEEL SEALS, REAR Oil Lubricated, Includes Wheel Bearings	
60AJN	BDY INTG, POWER INVERTER Mobile and Stationary; Battery Box Mount, 3000 Watt, On/Off Switch in Instrument Panel, Includes 120 Volt AC Wiring Connection for Customer Mounted Power Outlet	\$4,500.00
7652593253	(2) TIRE, FRONT 235/80R22.5 XZE (MICHELIN) 555 rev/mile, load range G, 14 ply	\$92.00
7652593253	(4) TIRE, REAR 235/80R22.5 XZE (MICHELIN) 555 rev/mile, load range G, 14 ply	\$184.00
	Total of Product Features	\$70,366.00
	Total List Price Including Options:	\$70,366.00

Proposal's vehicle specification is Incomplete.
WARNING: Do Not Distribute.

INTERNATIONAL®

Vehicle Specifications
2009 4300 SBA 4X2 (MA025)

July 08, 2008

**Proposal's vehicle specification is incomplete.
WARNING: Do Not Distribute.**

INTERNATIONAL®

**Financial Summary
2009 4300 SBA 4X2 (MA025)**

July 08, 2008

<u>Description</u>	<u>(USA DOLLAR)</u>	<u>Price</u>
Factory List Prices:		
Product Items	\$70,366.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$70,366.00
2008 Material Surcharge	\$900.00	
Total Preparation And Delivery:		\$900.00
Freight Charge	\$1,650.00	
Total Freight:		\$1,650.00
Total Factory List Price Including Freight:		\$72,916.00
Less Customer Allowance:		(\$16,092.00)
Total Vehicle Price:		\$56,824.00
Total Sale Price:		\$56,824.00
Total Per Vehicle Sales Price:		\$56,824.00
Net Sales Price:		\$56,824.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller;

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date



Purchasing Department

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4020 — Facsimile: (517) 788-4630

July 31, 2008

TO: William R. Ross, City Manager
FROM: Margaret Cunningham, Purchasing Agent
RE: Award of Janitorial Service

Bids were received on July 23, 2008 in the Purchasing department for janitorial cleaning services for City Hall, Water, Wastewater (WWTP) and Public Works (DPW) departments. A bid tabulation is attached. Myself and representatives from each department conducted an extensive evaluation of the five lowest bids.

Al's Cleaning of Ypsilanti was the low bidder for all four facilities. About three years ago Al's Cleaning Service was awarded this contract, and past experience proved not to meet our standard of cleaning. They were not responsive to our cleaning needs and slow to return calls, with little or no communication. They plan on using the same cleaning staff as before and all are local.

Neat N Tidy of Horton was the second low bidder. The owner has one employee, herself, at this time and would have to employ, train and supervise for this contract. In review of the company, she lacks experience in facilities of this size and did not have any references in this area.

Hi-Tec Building Services, Incorporated of Jenison, Michigan was the third lowest bidder. In 2005, we had a brief experience with Hi-Tec servicing the DPW building. At that time they were restructuring their cleaning program and there were a few problems, however, the company was responsive to our concerns. In the committee's opinion, Hi-Tec is the lowest qualified bidder. This company is very professional, has more trained employees, provides uniforms, and has the most professional experience in the work force. They currently have 10 employees in the Jackson area to service this contract.

In concurrence with representatives from City Hall, Water, Wastewater and Public Works departments, we are recommending Hi-Tec Building Services, Incorporated as the lowest qualified company to perform this contract, at their bid of \$50,940.00. This contract offers two, one-year renewal options with a 3% increase, or at the rate of inflation, whichever is lower.

Please place this on the Council agenda of August 12, 2008 for consideration.

C: Ed Yoakam, City Hall
Cindy Lackey, Water
Michelle Czolgosz, Water
Pete Rynas, WWTP
SanDee Porter, DPW



BID TABULATION FOR CITY WIDE JANITORIAL SERVICES

JULY 23, 2008

	City Hall		Water Department		WWTP		Department of Public Works		Total
	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	
Al's Cleaning PO Box 980074 Ypsilanti, MI 48197	2,300.00	27,600.00	500.00	6,000.00	495.00	5,940.00	583.33	6,999.96	46,539.96
Neat N Tidy PO Box 105 Horton, MI 49246	2,458.33	29,499.96	500.00	6,000.00	541.66	6,499.92	666.66	7,999.92	49,999.80
Alba Cleaning Inc. 2280 Thomas Ave. Berkley, MI 48072	2,640.00	31,680.00	525.00	6,300.00	712.50	8,550.00	700.00	8,400.00	54,930.00
Hi-Tec Building Services 6578 Roger Rd. Jenison, MI 49428	2,375.00	28,500.00	695.00	8,340.00	545.00	6,540.00	630.00	7,560.00	50,940.00
A to Z Cleaning 581 Woodworth Rd. Jackson, MI 49202	3,000.00	36,000.00	700.00	8,400.00	700.00	8,400.00	700.00	8,400.00	61,200.00
Clean As A Whistle 284 Barberry Dr. Jackson, MI 49203	3,202.50	38,430.00	743.40	8,920.80	743.40	8,920.80	743.40	8,920.80	65,192.40
Blue Ribbon Cleaning LLC 10800 Circle B Lane Clinton, MI 49236	3,266.66	39,199.92	758.33	9,099.96	758.33	9,099.96	758.33	9,099.96	66,499.80
A. Williams Cleaning Service 200 W. Clark St. Jackson, MI 49203	3,333.25	39,999.00	805.91	9,670.92	930.91	11,170.92	960.00	11,520.00	72,360.84

Julius A. Giglio
City Attorney

Susan G. Murphy
Deputy City Attorney
Gilbert W. Carlson
Assistant City Attorney

OFFICE OF THE



161 West Michigan Avenue
Jackson, MI 49201
(517) 788-4050; (517) 788-4023
Fax: (517) 788-4059

CITY ATTORNEY

MEMORANDUM
July 25, 2008

TO: Honorable Mayor and City Council
FROM: Julius A. Giglio, City Attorney
RE: ERA Reardon Realty Revocable License

Attached is a copy of the Revocable License (“License”) issued to ERA Reardon Realty (Reardon) by City Council on July 14, 2005. Reardon has failed to comply with the terms and conditions of the License, to-wit:

- 1) Has not paid the annual license fee of \$1,000.00 due on July 14, 2007 and July 14, 2008 (required by Section 2)
- 2) Failed to pay the real property taxes for 2007 and 2008 (required by Section 12)
- 3) Failed to resurface the parking lot by September 1, 2005 (required by Section 3)

The License states that failure to comply with the terms, provisions or conditions of the License may result in revocation (Section 15). Accordingly, I request that Council revoke the License. The requisite action is to revoke the License issued to Reardon on July 14, 2005, authorize the Mayor and City Clerk to sign the attached Notice of Revocation, and authorize City staff to take all other action necessary to record the Notice of Revocation with the Jackson County Register of Deeds.

If Council has any questions, please contact me.

JG/CR

cc: William Ross, City Manager, w/enc.
Rick Reardon, ERA Reardon Realty, w/enc.



OFFICIAL SEAL Jackson County Register of Deeds
Mindy Reilly

L-1824 P-135



Mindy Reilly - Jackson Co.

LIC

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REVOCABLE LICENSE

5
THE CITY OF JACKSON, a Michigan municipal corporation, with offices located at 161 West Michigan Avenue, Jackson, Michigan 49201, hereinafter called "Licensor", in consideration of the terms, conditions and covenants hereinafter set forth, does hereby grant to ERA Reardon Realty, a Michigan sole proprietorship, with offices 910 N. West Avenue, Jackson, Michigan 49202, hereinafter called "Licensee", this REVOCABLE LICENSE, RIGHT and PRIVILEGE to use Licensor's property described on Exhibit 1 (hereinafter the "Property") as a parking lot. The Property is in close proximity to Licensee's property commonly known as 910 N. West Avenue, Jackson, Michigan. Licensee shall be solely responsible for any improvements to the Property, and shall be solely responsible for all maintenance and upkeep of the parking lot on the Property. The Property is to be occupied and used by Licensee as a parking lot for Licensee's employees, on the terms, conditions, and covenants hereinafter mentioned.

As consideration for this License, Licensee agrees to the following terms, conditions and covenants:

1. This License shall be for a term of ten (10) years. Licensee may renew the License for an additional ten (10) year term by providing a notice of intent to renew six (6) months prior to expiration of the original ten (10) year term. In the event Licensee desires to renew the License, the parties shall establish the annual payment for the second ten (10) year term. If the parties cannot agree to an annual payment for the second ten (10) year term, this License shall terminate. Upon expiration of the second term, or at the end of the first term, if not renewed, this License may be revoked at any time, with or without cause, by Licensor, upon thirty (30) days written notice to the Licensee.

2. Licensee shall pay Licensor the annual sum of One Thousand Dollars (\$1,000.00), payable upon execution of this License, and thereafter, on the yearly anniversary date of the License, for the first ten (10) year term. If this License is renewed by Licensee pursuant to paragraph 1, parties shall negotiate the annual payment for the second ten (10) year term. Failure of the parties to reach an agreement for the second ten (10) year term shall result in revocation of License by Licensor.

3. Licensee shall resurface the existing parking lot on the Property and commence construction of the parking lot by June 1, 2005, and shall complete resurfacing of said parking lot by September 1, 2005.

4. Licensee agrees that in the design, construction, installation and maintenance of the parking lot on the Property, and throughout the term of this License, it will comply with the restrictions set forth herein and with all statutes, rules, ordinances and regulations pertaining to said parking lot.

5. The design, configuration, location and specifications for construction of the parking lot shall be approved by the City of Jackson Director of Public Services in advance of construction of the parking lot, and, upon completion of the parking lot, shall not alter the parking lot without the express written consent of the Director of Public Services. During the term of this License, Licensor shall repair any damage it causes to the parking lot.

6. Licensee agrees to keep and maintain the parking lot in good repair and condition at all times. Licensor, in its sole discretion, shall determine compliance with this requirement.

7. During the term of this License, Licensor and/or its agents, employees, contractors, and assigns, may use the Property and the parking lot constructed thereon. Additionally, Licensee shall allow adjoining property owners, and their respective costumers, to use the Property and parking lot, on a temporary basis, not to exceed one hour, so long as such use does not interfere with Licensee's use and enjoyment of the Property.

8. Licensee shall assume all liability for and protect, indemnify, and save Licensor, its officers, employees, agents and contractors, harmless from and against all actions, claims, demands, judgments, losses, expenses of suits or actions, and attorney fees for injury to or death of any person or persons and loss or damage to the Property of any person or persons whomsoever, including the parties hereto, arising in connection with or as a direct or indirect result of Licensee's use of the Property or its exercise of this License, except Licensee shall not be required to indemnify Licensor for injury to persons or damage to property caused by the sole negligence of Licensor.

9. This License is granted subject to any lease, easement, license, or other interest in land heretofore granted or reserved, or which may be granted in the future by Licensor with respect to the Property.

10. Licensee shall secure and maintain in force during the term of this License a policy of Comprehensive Commercial Liability Insurance, acceptable to Licensor, with a minimum general liability limit of \$500,000.00 per occurrence. The policy shall be in the name of Licensee, and shall name the Licensor as additional insured, and shall describe the Property as herein above described. The insurer will not cancel this insurance, or change, restrict, or reduce the insurance provided, or change the name of the insureds, without first giving at least ten (10) days written notice to the City of Jackson, City Attorney, 161 West Michigan Avenue, Jackson, Michigan 49201, as evidenced by receipt of certified mail. Licensee shall provide evidence of the existence of such insurance to the City Attorney prior to Licensor's execution of this License.

11. Upon the sale, conveyance, lease or transfer of Licensee's property referenced above, this License shall become null and void and Licensee shall, at its sole cost and expense, fully remove all materials, improvements, structures, or appurtenances on the Property.

12. During the term of this License, Licensee shall be responsible for all ad valorem real property taxes pertaining to the Property.



13. As part of the consideration for granting of this Revocable License, Licensee shall execute the Easement attached as Attachment A. Said Easement will allow Licensor to access its West Avenue water tower for upkeep and maintenance.

14. The granting of this Revocable License is upon the condition that title to all water, sewer, gas, electric, and communication poles, wires, conduits, cables, pipes, lines, and their respective appurtenances and facilities now or hereafter in, under or over said Property are reserved to and shall remain in the respective owners thereof and their successors or assigns, together with an easement and continued right to occupy said Property for public utility purposes, with present and future additional facilities, and to operate, repair, maintain, replace or remove the same to the same effect and in the same manner as if said Revocable License had not been granted.

15. Anything in this License to the contrary notwithstanding, if Licensee fails to comply with any term, provision, or condition of this License, Licensor may, in its sole discretion, revoke this License by issuing a Notice of Revocation.

16. All notices given pursuant to this License shall be considered mailed when placed in the United States mail, certified mail, return receipt requested, properly addressed to the parties at the addresses herein set forth, with postage thereon fully paid.

17. This Revocable License is a personal license, and shall not be assigned by Licensee.

The parties hereby have executed or caused this instrument to be executed by their duly authorized representatives, as of the 14th day of July, 2005.

LICENSOR:

CITY OF JACKSON, a
Michigan municipal corporation

By Martin J. Griffin
Martin J. Griffin, Mayor

By Lynn Fessel
Lynn Fessel, City Clerk

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me, this 14th day of July, 2005, by Martin J. Griffin and Lynn Fessel, the Mayor and City Clerk of the City of Jackson, a Michigan municipal corporation, on behalf of the corporation.

Christine J. Rebesch
Notary Public
Jackson County, Michigan
My Comm. Exp.: **CHRISTINE J. REBESCHER**
Notary Public, Jackson County, MI
My Commission Expires Jan. 12, 2008



Mindy Reilly - Jackson Co. LIC

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Acknowledged and Agreed

LICENSEE:
ERA REARDON REALTY

By *RJR*
RICK J. REARDON
Print or Type Name

Its: OWNER

STATE OF MICHIGAN, COUNTY OF JACKSON, SS:

Subscribed and sworn to before me this 8th day of July, 2005, by Rick J. Reardon, the owner of ERA REARDON REALTY, on behalf of the sole proprietorship.

Christine J. Rebesch
Notary Public
Jackson County, Michigan
My Comm. Exp.: CHRISTINE J. REBESCHER
Notary Public, Jackson County, MI
My Commission Expires Jan. 12, 2008

Drafted by:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201
(517) 788-4050
D:\REV.LIC REARDON

##

When recorded return to:
City Attorney's Office
161 West Michigan Avenue
Jackson, Michigan 49201

"Copy - For Governmental Use"
ONLY



EXHIBIT 1

LAND COM AT A PT ON E LN OF LOT 2 BLK 6 WEBSTER'S HIGHLAND ADD AT A
PT 45.99 FT S OF NE COR OF LOT 2 TH WLY PARA WITH A LN OF LOT 2 133 FT TH
SLY PARA WITH E LN OF LOTS 1 & 2 TO A PT 236.56 FT N OF S LN OF LOT 1 AND
POB OF THIS DESC TH SLY PARA WITH E LN OF LOTS 1 & 2 TO A PT 156.56 FT N
OF S LN OF LOT 1 TH WLY PARA WITH S LN OF LOT 1 80 FT TH N 16 FT M OR L
TH WLY PARA WITH N LN OF LOT 2 51 FT TH NLY PARA WITH E LN OF LOT 2 64
FT TH WLY TO BEG BLK 6 WEBSTER'S HIGHLAND ADD

"Copy - For Governmental Use"
ONLY



NOTICE OF REVOCATION OF LICENSE

LICENSOR: City of Jackson, Michigan

LICENSEE: ERA Reardon Realty

On July 14, 2005, City of Jackson, Michigan, Licensor, issued a Revocable License to ERA Reardon Realty, Licensee, in reference to a parking lot, more particularly described on attached Exhibit 1 (the "Property"). Licensee was to occupy and use the Property as a parking lot for its employees, and was to comply with all terms, conditions, and provisions contained in said Revocable License.

Licensee has failed to comply with the following requirements of the Revocable License, to-wit:

1. Licensee failed to pay the annual license fee of \$1,000.00 due on July 14, 2007 and July 14, 2008, as required in Section 2;
2. Licensee has not resurfaced the Property as required by Section 3; and
3. Licensee failed to pay the ad valorem real property taxes pertaining to the property. (2007 summer and winter taxes are in arrears, and the 2008 summer taxes have not been paid.)

Based on the foregoing, the City of Jackson hereby revokes the License for the property issued to ERA Reardon Realty on July 14, 2005. This Notice of Revocation shall be recorded with the Jackson County Register of Deeds, with a copy of same supplied to Licensee.

City of Jackson, a Michigan
Municipal Corporation

Date: _____

By: _____
Jerry F. Ludwig, Mayor

By: _____
Lynn Fessel, City Clerk

STATE OF MICHIGAN)
)SS:
COUNTY OF JACKSON)

The foregoing instrument was acknowledged before me by Jerry F. Ludwig, Mayor, and Lynn Fessel, City Clerk, this ____ day of _____, 2008.

Notary Public, Jackson County, Michigan
My Comm. Exp.: _____
Acting in Jackson County, Michigan

Prepared by and
When recorded return to:
Julius A. Giglio (P32022)
City Attorney
161 West Michigan Avenue
Jackson, Michigan 49201

EXHIBIT 1

LAND COM AT A PT ON E LN OF LOT 2 BLK 6 WEBSTER'S HIGHLAND ADD AT A PT 45.99 FT S OF NE COR OF LOT 2 TH WLY PARA WITH A LN OF LOT 2 133 FT TH SLY PARA WITH E LN OF LOTS 1 & 2 TO A PT 236.56 FT N OF S LN OF LOT 1 AND POB OF THIS DESC TH SLY PARA WITH E LN OF LOTS 1 & 2 TO A PT 156.56 FT N OF S LN OF LOT 1 TH WLY PARA WITH S LN OF LOT 1 80 FT TH N 16 FT M OR L TH WLY PARA WITH N LN OF LOT 2 51 FT TH NLY PARA WITH E LN OF LOT 2 64 FT TH WLY TO BEG BLK 6 WEBSTER'S HIGHLAND ADD



Community Development

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4060 — Facsimile: (517) 780-4781

August 6, 2008

TO: William R. Ross, City Manager
FROM: Carol Konieczki, Community Development Director
RE: **Request from Allegiance Health to obtain the glass art mural located at 212 West Michigan Avenue**

The City Manager received the attached request on December 7, 2007 from Foote Health System (now Allegiance Health) to take possession of the glass art mural from 212 West Michigan Avenue. At the time, the City was in negotiations with a developer for the property that had also expressed an interest in keeping the mural on site. Ms. Stuart advised Foote Health System that the request for proposals did not allow for the removal of the piece, but would consider their request if negotiations were not finalized with the developer proposed for the site.

On July 25, 2008, Allegiance Health staff contacted Ms. Stuart for an update on the progress of negotiations for the development. They were notified that the developer had not agreed to the purchase agreement extension request approved by City Council with a deadline of September 9th, for City Council approval of the development agreement and Allegiance Health was encouraged to move forward with their request.

On August 4, 2008, the Community Development Department received the attached letter of request identifying Allegiance Health's proposed use and their intention to cover all costs associated with the removal of the piece. The potential developer for the site has been notified of the request, and the mural may be removed from future negotiations depending on City Council action.

Requested action for City Council is approval of the request from Allegiance Health to obtain the glass art mural located at 212 West Michigan Avenue and fund all associated removal costs, as recommended by the Community Development Director. Please place this item on the August 12, 2008 City Council Agenda for consideration.

CLK/dss

cc: Anthony Gardner, Allegiance Health
Julius Giglio, City Attorney
Bruce Inosencio, IntelliTower, LLC
Robin Kirkpatrick, Allegiance Health
Deborah Stuart, Economic Development Project Manager



December 7, 2007

William R. Ross
City Manager
City Hall, 14th Floor
Jackson, MI 49201

Dear Mr. Ross,

Foote Health System would like to formally request permission to obtain the glass art mural located in the lobby of City Hall, the former CMS building.

This mural represents an important part of Jackson's history—particularly in regard to our hospital's namesake, W.A. Foote. We are proud of his contributions to the development of CMS Energy and our community. Preserving this piece would certainly honor his memory and would demonstrate our ongoing commitment to the local arts community.

It is our intent to display this artwork in the walkway – viewable from Michigan Avenue – that connects our new Emergency Department to Foote Hospital.

It is my understanding that in your conversation with Georgia Fojtasek you mentioned the City of Jackson would be willing to transfer ownership of the art piece to Foote, pending approval from the City Council. Please accept this letter as Foote's request to recommend approval of this transfer to the City Council. A representative of Foote would be happy to attend the meeting if you would like support in your proposal.

Thank you for your consideration of this request. Please let me know if you have any questions regarding this project.

Sincerely,

A handwritten signature in cursive script that reads "Anthony Gardner".

Anthony Gardner
Vice President, Business Development and Marketing
788-4944



August 4, 2008

Deborah Stuart
Community Development Department
City Hall
Jackson, MI 49201

Dear Ms. Stuart,

Allegiance Health would like to formally request permission to obtain the glass art mural located in the lobby of the former CMS building.

This mural represents an important part of Jackson's history—particularly in regard to our original hospital's namesake, W.A. Foote. We are proud of his contributions to the development of CMS Energy and our community. Preserving this piece would certainly honor his memory and would demonstrate our ongoing commitment to the local arts community.

It is our intent to display this artwork in our future renovated and expanded lobby. We hope to be able to begin the project within the next two years.

It is my understanding that in your conversation with Georgia Fojtasek you mentioned the City of Jackson would be willing to transfer ownership of the art piece to Allegiance, pending approval from the City Council. Please accept this letter as Allegiance's request to recommend approval of this transfer to the City Council. Allegiance Health would be responsible for all costs of removal. A representative of Allegiance would be happy to attend the meeting if you would like support in your proposal.

Thank you for your consideration of this request. Please let me know if you have any questions regarding this project.

Sincerely,

A handwritten signature in black ink that reads "Anthony Gardner". The signature is written in a cursive, flowing style.

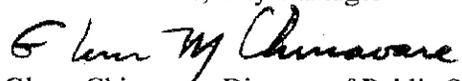
Anthony Gardner
Vice President, Business Development and Marketing
788-4944



Department of Public Services

521 Water Street - Jackson, MI 49203
Telephone: (517) 788-4170 — Facsimile: (517) 788-4639

August 6, 2008

To: William R. Ross, City Manager
From: 
Glenn Chinavare, Director of Public Services
RE: Seal Coat Contract 2008

Transmitted herewith is the agreement between the City of Jackson and the Jackson County Road Commission for the seal coating of various City streets. The contract attached is exactly the same, as the approved agreement used in 2006.

The total estimated value of this contract is \$88,033.40. The Road Commission has estimated the labor, equipment and materials at the rate of \$1.40 per square yard. The estimated square yards for Public Works, is 50,000 square yards, for a total cost of \$70,000.00. The Water Department is 12,881 square yards, for a total cost of \$18,033.40.

The funds to cover this seal coat project are listed in the requested budget (2008-09) for Public Works (Major & Local Streets) and the Water Department. This project is scheduled to commence in September 2008.

In an intergovernmental cooperative effort, I am requesting approval of the Seal Coat Project for 2008 and permission to enter into an agreement with the Jackson County Road Commission and authorize the City Manager and the Director of Public Services to sign the contract documents.

Please place this intergovernmental cooperative agreement on the next City Council agenda.

Cc: Phil Hones, Finance Director
Jon Dowling, City Engineer
Margaret Cunningham, Purchasing Agent
Lucinda Schultz, Accounting Manager

AGREEMENT TO PROVIDE SERVICES
JACKSON COUNTY ROAD COMMISSION/CITY OF JACKSON

This agreement, entered into this _____ day of _____, 2008, shall set forth the terms, conditions, and cost for certain road maintenance activities performed by the Board of Jackson County Road Commissioners on behalf of, and upon streets owned by the City of Jackson.

SCOPE OF CONTRACT

The Board of Jackson County Road Commissioners, will provide sufficient personnel, equipment, and materials, to seal those city streets enumerated:

(List of streets to be provided)

CITY OF JACKSON RESPONSIBILITIES

It will be the responsibility of the City of Jackson to prepare streets for sealing using normal maintenance procedures including, but not limited to crack sealing, wedging where necessary, sweeping, placement of temporary pavement markers where desired, placement of temporary no parking signs, and follow-up sweeping where determined necessary.

JACKSON COUNTY ROAD COMMISSION RESPONSIBILITIES

The Jackson County Road Commission will give the City of Jackson a minimum 48 hours advance notice of streets scheduled for sealing to allow for proper city notification and placement of temporary no parking signs where required.

METHODS OF MAINTENANCE

The Board of Jackson County Road Commissioners will use normally accepted maintenance methods to accomplish this project similar to those utilized for sealing operations upon county primary and local roadways.

To minimize aggregate loss following seal, the Commission will utilize two rubber tire rollers to aid in embedding aggregate in emulsion.

The Commission will provide, as part of the seal project, work zone traffic control, designed to protect Commission crews, and assist motorists attempting to negotiate through project areas.

APPLICATION RATES

Emulsion - The Board of Jackson County Road Commissioners will use an application rate of .39453 gallon per square yard of HFRS2 emulsion. The Commission shall extend to the City the bid price received from its successful bidder, for all emulsion applied as part of this project.

Aggregate - The Board of Jackson County Road Commissioners will use an application rate of 24 lbs. per square yard of 29A slag in the execution of this program. The Commission will extend to the City the bid price received from its successful bidders, for all aggregate used as part of this project.

LABOR, EQUIPMENT AND MATERIAL RATES

The Board of Jackson County Road Commissioners will utilize Commission employees, equipment and materials during the execution of this project at a rate of \$1.40 per square yard on streets sealed with HFRS2 emulsion & 29A slag aggregate.

PAYMENT FOR SERVICES

The Board of Jackson County Road Commissioners will submit to the City of Jackson an invoice for services performed upon completion of the project. Payment shall be made in full within 30 days following receipt of invoice. It is agreed that failure to submit payment within 30 days shall be recognized as a delinquent invoice and will carry a late interest charge of 1 1/2 percent per month on the unpaid balance.

COMMENCEMENT OF PROJECT

It is intended that the project will commence on or about September 2008. The project will be completed in its entirety without planned interruption to perform other sealing projects.

AGREEMENT SEVERABILITY

In the event the City of Jackson or the Board of Jackson County Road Commissioners jointly or individually determine it to be in the best interests of either organization that this agreement should be terminated prior to completion of project scope, this agreement will be considered completed as if the entire project scope had been accomplished and an invoice for services actually performed will be submitted and paid as indicated above.

WARRANTY OF WORK PERFORMED

The Board of Jackson County Road Commissioners does not warrant the sufficiency of the project other than the manner in which the project is carried out. Failures or inadequacies in Commission performed activities will be corrected without additional costs incurred.

WORKERS' COMPENSATION

The Board of Jackson County Road Commissioners, for employees under its direct control, and the City of Jackson, for employees under its direct control, shall comply with the Michigan Workers' Compensation Law as to employees performing work as part of this project and agreement.

LIABILITY

It is agreed that in the event the City carries any type of general liability insurance coverage, it will add the County Road Commission and its personnel to same as additional insured for the purpose of any and all activities performed by County Road Commission personnel under this agreement. Written evidence of such insurance shall be provided to the County upon request. It is also agreed that in the event the County Road Commission carries any type of general liability insurance coverage, it will add the City and its personnel to same as additional insured for the purpose of any and all activities performed by County Road Commission personnel under this agreement. Written evidence of such insurance shall be provided to the City upon request.

AGREEMENT TOTALITY

The contents contained herein constitutes the totality of that agreed to by both parties. No promises, conveyed, intended, or otherwise, shall change or amend any part of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed.

BOARD OF JACKSON COUNTY
ROAD COMMISSIONERS OF THE
COUNTY OF JACKSON, MICHIGAN

CITY OF JACKSON, MICHIGAN

By _____
Managing Director

By: _____

By: _____
Director of Finance/Clerk

By: _____



City Manager's Office

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4035 — Facsimile: (517) 768-5820

TO: Honorable Mayor and City Councilmembers

FROM: William R. Ross, City Manager

DATE: August 7, 2008

RE: Request of County Board to Discuss Possible Public Safety Facility

We previously forwarded to you a copy of the minutes of a County committee that is reviewing the operations of the Sheriff's office and the needs of the office. The County included Chief Heins and Mayor Ludwig on their original committee.

One area that was discussed by the committee was the possibility of studying the space needs of the Sheriff's office. The discussion included a possible joint facility with the City. A study was completed on this issue several years ago, which could be used as a basis for further discussions. The committee, after discussion voted to recommend to the County Board that the County request the City to enter into discussions on this subject, and that an additional City Councilmember be added to the committee to both add additional input, and give the City an additional voice on the issue. This recommendation has been adopted by the County Board.

I believe the discussions between the City and the County can be fruitful both in examining the future needs of both law enforcement agencies, and in examining any other needs that might exist in the public safety area. I do not foresee the necessity of expending funds for a lengthy study, because we have in hand the study that was done previously. The committee can concentrate on the needs of both departments and the possibilities of funding such a facility should the final conclusion be that a facility be constructed. I recommend that the Council accept the invitation of the County to participate in further discussions, and that an additional City Councilmember be appointed to the committee. I further recommend that the City Manager be authorized to act as an advisor to the committee serving in the same capacity as the County Administrator serves for the committee.

WRR:skh

**PROGRESS REPORT OF AD HOC COMMITTEE
TO REVIEW THE RESOURCES OF THE SHERIFF'S DEPARTMENT**

COMMITTEE FORMATION AND CHARGE:

At the January 15, 2008 meeting of the Jackson County Board of Commissioners, this ad hoc committee was formed. It consists of 3 commissioners (Lutchka, Poleski, Way), 1 representative from the Sheriff's Department, 1 representative township supervisor (Surbrook), and the Administrator/Controller. In addition, a representative from the City of Jackson was invited, and Mayor Ludwig is that representative. The purpose of the committee is to look at the possible consolidation of services under the Sheriff's Department and to look at all of the resources that department has at this time, as well as cutting costs.

COMMITTEE MEETINGS AND ATTENDEES:

The committee has met three times. In addition to the committee members, the meetings have been attended by Sheriff Heyns, Undersheriff Finco, Chief Heins and Lt. Holda of the Jackson City Police, and by City Manager Bill Ross.

ISSUES IDENTIFIED:

The following issues have been identified by the committee:

- 1) The location of Central Dispatch
 - a) Its exposure to water damage within the Courthouse building.
 - b) The depressing working condition of being in a basement.
 - c) The close proximity to the secondary site at City Police HQ.
- 2) The space constraints of the Sheriff's Wesley Street offices.
- 3) The location and management of Animal Control.
- 4) Sheriff's budget
 - a) can proposed facilities adjustments, and other efforts, result in savings to the County?

During the discussions with command officers of the City Police, the crowded condition of its offices has also been noted.

REPORT ON PROGRESS:

Sheriff's Budget:

The Committee has discussed, in very general terms, some ideas that may result in savings to the Sheriff's budget, which is the largest in the County. The gathering of ideas continues.

The Committee is not prepared to make recommendations at this time.

Animal Control management:

The Committee appears satisfied with the current location of Animal Control on Spring Arbor Road. There has been appreciation for the Sheriff's management of Animal Control during his short time as its steward. The County Commission is expecting a longer-term recommendation by year-end.

**PROGRESS REPORT OF AD HOC COMMITTEE
TO REVIEW THE RESOURCES OF THE SHERIFF'S DEPARTMENT**

The Committee is not prepared to make recommendations concerning the future of Animal Control at this time.

Law Enforcement Facilities:

It is the Committee's view that appropriate additional space to house Central Dispatch and to relieve crowding at the Sheriff's Wesley Street offices does not currently exist.

During the Committee's conversations about the Sheriff's facilities, an expanded view of local needs was discussed. Given the Sheriff's need for more and improved space in his facilities, and the crowded condition of the City Police headquarters, the concept of a new and combined "co-location" was considered. Such a co-location would house the Sheriff's offices, Central Dispatch, and the City Police offices. If desired, other related public safety offices could be included.

This concept could yield significant efficiencies to the respective governments, and improved service to the public. Obviously, the appropriate location, layout, and funding of such a facility have yet to be determined.

Request for approval to continue discussions toward co-location:

The Committee would like to continue discussions toward a co-location, but would only take on such an expanded task if it appears the affected governments agree to the concept.

We ask that the County Commission act to expand the charge of this Committee to include consideration of a co-location.

We ask that the Jackson City Council act to approve the concept of discussion of a co-location and add an additional City Councilman to the Committee.

Respectfully Submitted,

Ad Hoc Committee to Review Resources of the Sheriff's Department



July 31, 2008

TO: City Manager William Ross

FROM: Gary L. Minix – United Way Coordinator

RE: 2008 Campaign Incentives

The 2008 United Way campaign will be kicking off in September. I am honored to have the opportunity to spearhead this year's campaign for the City of Jackson. As you probably know, the United Way depends on contributions to literally help thousands of Jackson residents through various local charities. The present economy has become a "double whammy" for the United Way, which is seeing a decline in donations while the demand for services reaches an all-time high.

Last year the donations from City of Jackson employees decreased by more than one-third. There are a number of reasons for this, including the distractions last year's coordinator (Chief Portis) was inundated with, leaving the campaign in a state of flux and with no clear leadership. In addition, one of the key incentives offered to employees in the past (the "Fair Share" incentive described below) was inadvertently left out of the memo to City Council. The majority of the employees that I spoke with cited this incentive loss as the reason they did not donate to last year's campaign. With that in mind, and as we get set to kick off the City of Jackson's UW campaign I would like City Council approval to offer the following donation incentives:

1. Fair Share Contributors (1 hour salary per month) receives an automatic 8 hours off with pay.
2. Random drawings for time off with pay (1 award for departments of 5 or more. Departments with fewer than 5 employees will be combined for the drawing) for the following donation scenarios:
 - a. Regular contributors who increase their contribution by 52 dollars a year (\$1.00 per week) are entered in to a drawing for 8 hours off with pay.
 - b. Contributors for the 4th year (or more) in a row will be entered in to a drawing for 4 hours off with pay.
 - c. New Contributors of \$52 a year (or more) will be entered in to a drawing for 8 hours off with pay.

All employees would be limited to a **maximum** 8 hours off with pay. At a recent United Way training session it was noted that the number one incentive in the majority of the work campaigns is time off. After our experience last year I can attest to that.

I would also request the usual stipend (my understanding is it was approximately \$800 in the past) be allotted for the fundraiser kickoff luncheon and any miscellaneous incentive prizes.

I appreciate your consideration of this request and for your continued support of the United Way.



Personnel & Labor Relations

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4046 — Facsimile: (517) 768-5824

August 4, 2008

TO: William Ross, City Manager

FROM: Catherine Brechtelsbauer, Director of Personnel & Labor Relations

RE: Ratification of Labor Agreement Between City of Jackson and
Police Officers Labor Council, Jackson Non-Supervisory Unit

The bargaining teams for the City and the POLC-Non-Supervisory unit reached tentative agreement on a new contract on July 28, 2008. The Union has provided its members with the terms of the settlement to review and has scheduled a ratification vote on August 11, 2008.

In anticipation of a positive vote by Union members, please schedule an executive session of the City Council on August 12, 2008 and a ratification vote immediately thereafter. In the event the Union members do not ratify, I would still like to have an executive session to review the terms of the settlement, but I may wish to pull the vote from the agenda.

I will prepare a separate cover memo and a summary of the terms of the settlement to be provided confidentially to the Mayor and Council members in advance of the meeting.

Thank you.

Cc: Matt Heins
John Holda
Mardi Adams
Sheila Jackson

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: July 31, 2008

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: July Manager's Report

Chief Matthew Heins

- Attended:
 - Ad Hoc Committee meeting to discuss joint Sheriff/Police Department facility
 - POLC Non-Supervisory Unit negotiations
 - Mortgage Fraud meeting at the prosecutor's office
 - Appearance on Bart Hawley show
 - 12-Hour shift discussions
 - Meeting to discuss radio system

Deputy Chief John Holda

- Attended:
 - Act 345 meeting
 - 12-Hour shift planning
 - POLC Negotiations (3)
 - Radio System meeting
 - IT meeting
- Coordinated and conducted Segway training.
- MDC Committee meeting – Identified Panasonic “Tough Books” as MDC of choice
 - John Leabu (Advanced Wireless) provided a quote based on the County MDC project. Demo MDC installation in the next 2-3 weeks.
- JTV Appearance – National Night Out, Segway

Lt. Aaron Kantor

- Attended:
 - Meeting @ Spring Arbor University – Security Director Fiero

- Mortgage Fraud meeting at prosecutor's office
- Project Safe Neighborhoods meeting
 - Reviewed possible federal cases
- Mental Health Court meeting – Treatment Team
- MPRI meeting @ Lifeways
- Lunch meeting with City Councilmember John Polaczyk – Fireworks issue
- John George Home board meeting
- SRT training
- Homeland Security conference in Livonia
- Zoning meeting at City Hall
- Communication Specialist interviews conducted
- Other update information:
 - DB worked the following:
 - Worked a series of downtown larcenies – Arrested Johnnie and Keondo Taylor. We have attributed approximately seven thefts to them thus far.
 - Mortgage fraud progress continues – Hope to have some warrants soon.

Lt. Christopher Simpson

- Attended:
 - Mock Robbery meeting with local Credit Unions
 - Department Head meeting
 - Officer Cudihee memorial service in conjunction with Tacoma PD (Washington)
- Officer interviews (new hire candidates)
- Military leave from July 8 thru 26

**City of Jackson Police Department
216 East Washington Avenue
Jackson, Michigan 49201
(517) 788-4127**



MEMORANDUM

DATE: July 16, 2008

TO: William R. Ross
City Manager

FROM: Matthew R. Heins
Chief of Police

SUBJECT: June Manager's Report

Chief Matthew Heins

- Attended:
 - Jackson High School statue dedication
 - Mental Health Court Kick-Off at LifeWays
 - JNET Board Meeting
 - MACP Conference
 - Jackson Public Schools Stakeholders Meeting
 - Lily Mission Baptist Church Annual fundraiser
 - LEAF meeting in Lansing with Lt. Kantor
 - Meeting with Congressman Wahlberg to discuss how rising fuel prices are impacting public safety services.
- Promoted Sergeant Simpson to Lieutenant.
- Met with Detective Stiles, Detective Garcia, and Officer Jennifer Smith to discuss their end of probation.
- Participated in POLC Non-Supervisors negotiations.
- Met with POLC Supervisor and Non-Supervisor units to continue working on 12-hour shift agreement.
- Met with representatives from Jackson Public Schools to discuss School Liaison Officer expectations.
- Conducted general staff meeting.

Deputy Chief John Holda

- Attended:
 - Act 345 pension meeting
 - Local Chiefs Meeting

- Training Consortium Meeting
- MACP Conference
- Intergovernmental cooperative purchasing meeting (Cunningham)
- POLC Negotiations (2)
- Sheriff's Ad Hoc Committee meeting (2)
- Meeting w/ Prosecutor and Sheriff to discuss incidents over past few months involving guns
- Coordinated and received a new Segway from "Wonder Wheels of Ann Arbor"
- MDC Committee meeting – Identified Panasonic "Tough Books" as MDC of choice
 - John Leabu (Advanced Wireless) provided a quote based on the County MDC project, and we will be installing a demo MDC in one of cars in July.
- Intelligence Toolbox: Training session in Lansing was full. Re-scheduled for fall.
- Participated in 12-hour shift discussion.
- Met with representatives from JPS to discuss expectations of school officers.

Lt. Aaron Kantor

- Attended:
 - Advisory Council Meeting at the OEM
 - Mental Health Court kickoff meeting at LifeWays
 - Mental Health Court Transition team meeting
 - JNET Board Meeting
 - John George Home board meeting
 - Zoning meeting at City Hall
 - Distribution Committee Meeting for the Community Foundation
- Coordinated end of school events at the King Center
- Other update information:
 - DB worked the following:
 - Multiple controlled buys with known gang members
 - Buys resulted in felony warrants for 7 individuals

Lt. Christopher Simpson

- Attended:
 - Human Service Coordinating Alliance Committee meeting
 - Meeting with Gae Winn to re-establish relations with police and landlords (Landlord Association)
 - Committee meeting to discuss problem concerning a city resident. (Weathers, Murphy, and Konieczki).
 - Meeting with Assistant Fire Chief Copeland to discuss recruiting effort from fire and police perspectives.
- Appeared on Bart Hawley Show to discuss promotion and City issues related to the department
- Special Response Team training – Vehicle assaults
- Participated in Ordinance Review Committee



Office of the Mayor

161 W. Michigan Avenue - Jackson, MI 49201
Telephone: (517) 788-4028 — Facsimile: (517) 768-5820

August 6, 2008

TO: City Councilmembers
FROM: Jerry F. Ludwig, Mayor
RE: **Police and Fire Pension Board - Original**

Established under City Charter Sec. 22.7(1), the Mayor and City Manager are automatically members. One member is elected from and by members of the Police Department and one from and by members of the Fire Department. These four (4) appoint the fifth member-at-large.

This is to inform you that the Police and Fire Pension Board - Original have reappointed Dennis Rowlison for a three-year term beginning immediately and ending June 30, 2011.

JFL:skh



Policemen's and Firemen's Retirement System

City of Jackson, Michigan

161 W. Michigan Avenue
Jackson, Michigan 49201
(517) 768-6382
(517) 768-5857 fax

TO: Honorable Mayor Jerry Ludwig and
City Councilmembers

FROM: Maurice Crawford, Chairman
City of Jackson Policemen's and Firemen's Pension System

DATE: August 12, 2008

SUBJECT: Re-Appointment of At-Large Member

The term of office for the City of Jackson's Policemen's and Firemen's Pension System' member-at-large Dennis Rowlison expired on June 30, 2008.

The City Charter states that the member-at-large shall be chosen by the members of the board and shall serve a term of three years, provided that such member has been a resident of the City for at least two years prior to his appointment and is not an employee or elected officer of the City.

At their June 25, 2008 meeting, the Board of Trustees unanimously chose Dennis Rowlison to continue to serve in this capacity. He was chosen by the board to fulfill the remaining term of Mr. Richard Dirlam upon his resignation. Mr. Rowlison will continue to provide valuable input as a Trustee of the Policemen's and Firemen's Pension System.

Thank you.

/ss